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5-6.4 SERVICE UNIT OPERATING PROCEDURES

5-6.4A GENERAL

- (1) This Section incorporates and implements statutes and regulations of the Federal Property Management Regulations, the General Accounting Office, HHS Personal Property Management Regulations, PHS, HSA, and the Indian Health Service. This part is to be used by Service Unit Directors, Administrative Officers, all other Service Unit/Station management levels, Supply Officers, Custodial Officers, and other personnel involved in the management of supplies.

5-6.4B PURPOSE

- (1) The purpose of this Section is to prescribe standard procedures for all Service Units/Stations within the Indian Health Service that operate under a Central Supply Service Center.

5-6.4C RESPONSIBILITIES

(1) SERVICE UNIT DIRECTOR OR THE OFFICIAL IN CHARGE OF THE FACILITY

- a. The Service Unit Director or the official in charge of the facility has primary responsibility for providing direction and leadership in the supply accounting and management program and to assure that the procedures and requirements of this manual are efficiently and effectively carried out.
- b. Designate in writing the person(s) authorized to receipt for supplies for the facility (Designated Receiving Agent); personnel authorized to receipt for supplies at the point of use; and personnel authorized to sign request for issues from the Supply Service Center.

(2) ADMINISTRATIVE OFFICER

- a. The Administrative Officer has primary responsibility for the supply accounting and management program and shall ensure, through guidance, supervision, and direction, that supply activities are carried out in an effective and efficient manner. The incumbent shall periodically review the supply management activities to assure that necessary supply requirements are being met, within the budgetary limitations, and that procedural guidelines are being followed.

(3) SECTION CHIEFS AND SUPERVISORS

- a. Facility Section Chiefs and Supervisors shall provide all technical, administrative, and professional advice and assistance as may be required in accomplishing an effective and efficient supply program.

5-6.4C continued

(4)1 CUSTODIAL OFFICER/SUPPLY OFFICER

- a. The Custodial Officer/Supply Officer, acting under the administrative direction of his/her organizational supervisor and under the technical direction. of the Area Property Management Officer to whom he is principally accountable, shall be responsible for the effective and efficient management of property throughout his custodial area. The custodial officer/supply officer, within his custodial area of responsibility, shall:
 - (1) Consult with and inform his/her immediate supervisor of such administrative actions, directives or instruction as may be necessary to serve the needs of property management within the custodial area.
 - (2) De responsible to the Property Management Officer for all accountable property in his/her custodial area.
 - (3) Conduct annual physical inventory as scheduled and make certified reports thereon.
 - (4) Keep the Property Management officer informed of all changes affecting his custodianship of property, including overages or shortages disclosed by inventory or otherwise.
 - (5) Prepare and process the required documents covering the acquisition, transfer, and disposal of property, as directed by the Property Management Officer.
 - (6) Obtain written receipts for custody property or sensitive items.
 - (7) Establish and maintain prescribed records.
 - 031 De responsible for the utilization, care, and maintenance of property issued or consigned to the custodial area.
 - (9) Report to the Property Management Officer about any property in his custodial area which has been determined by operating personnel to be unrequired.
 - (10) Insures that all persons in the custodial area are properly instructed as to their responsibilities for the use and care of public property.
 - (11) Remain accountable for' all accountable property in his custodial area until relieved by the formal transfer of such property or until relieved by other official act.

5-6.46 continued

- (12) Consult with ordering activities to establish issue schedules.
- (13) Inspect cupboard stock locations on a quarterly basis for excessive accumulations of supplies.,
- (14) Collaborate with the using activities and the purchasing unit on all matters necessary to assure prompt and adequate service to the user, to prevent out of stock situations, and to reduce **to** a minimum accumulations of unneeded items.
- (15) Consult with the using activities to determine the items of supply and the quantities thereof necessary to maintain adequate supplies at cupboard stock locations.

(5) INDIVIDUALS FOR PUBLIC PROPERTY

- a. Any employee of the Department who has use of, supervises the use of, or exercises control over Government property, is responsible for such property. This responsibility may take either or both of the following forms:
 - (1) Supervisory responsibility. This requires the establishment and continuous enforcement of necessary administrative measures to assure proper preservation and utilization of all Government property under jurisdiction of an officer-in-charge, an administrative official, or a supervisor. This responsibility does not denote, however, that personnel in such positions will be held pecuniarily liable for loss, damage, or destruction of property under their supervisory jurisdiction, unless there is evidence of neglect or misconduct indicating dereliction of duty on their part.
 - (2) Personal responsibility. Responsibility for the care and protection of Government property is an obligation inherent in every position occupied by a Government employee. Every employee is obligated to properly care for, handle, and use Government property, whether such property has been issued to or specifically assigned for his personal use, or is used by him only occasionally. The use of Government property at or away from the office or station requires the same exercise of judgment and prudence for care and protection of the property as a reasonable person would apply to his personal belongings. Leaving expensive equipment such as cameras, portable tape recorders, etc., in full view in a locked car in a location during periods when breaking and entering could be

5-6.4C continued

accomplished unobserved is not exercising prudence. Such action, when associated with other factors, could constitute negligence.

- b. Failure on the part of an employee to exercise responsibility for the care and protection of Government property could result in pecuniary liability. An employee may be held pecuniarily liable and be required to make restitution to the Government when such a determination has been under the Board of Survey procedure, or upon a review of the case by the prescribed authority of his designee when the determination has been appealed by the employee. The employee may be excused from liability by the same authority.

- c. The extract from Section 641 of Title 18, United States Code, quoted below, available on Form HEW 542, Care and Protection of Government Property, will be posted on bulletin boards and other conspicuous places, for information and guidance of all concerned:

Whoever receives, conceals, or retains the same with intent to convert to his use or gain, knowing it to have been embezzled, stolen, purloined, or converted--

"Shall be fined not more than \$10,000 or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of \$100, he shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

"the word "value" means face, par, or market value, or cost price, either wholesale or retail whichever is greater."

5-6.4D DESIGNATION OF RECEIVING OFFICIALS

- (1) The officer in charge of the installation or office shall designate, by memorandum, individuals who will be responsible for the receipt of supplies both incoming and at point of use. This designation cannot be redelegated. A copy of the memorandum designating receiving agents should be provided to the Area Supply Management Officer, Finance Officer and Custodial officer.

a. INCOMING SUPPLIES

All supplies will be receipted for only by the designated receiving official. If in case of an emergency an unauthorized person accomplishes receipt for a shipment the designated receiving official will verify the accuracy of the delivery and countersign the receipt. Documentation will not be accepted nor will payment be made without the signature of the designee on the receipt.

5-6.4D continued

b. POINT OF USE

Supplies issued from stores stock and supplies delivered directly to the user will be receipted for only by the designated receiving official. Direct issue receiving reports and storeroom issue documents contained in the voucher accountable file must be signed by the designee.

5-6.4E SAFE-GUARDS

- (1) The Service Unit Property and Supply Officer and other personnel responsible for property must continually be on guard against possible conflict of interest within the supply operation and that supplies are used only for official purposes. The accounting rule of checks and balances must always be applied to the supply operation. Some areas that may and/or will present possible conflicts or possible misuse are:
 - a. The Designated Receiving Agent is also the Purchasing Agent.
 - b. Vendor invoices being received and processed by the Designated Receiving Agent or Purchasing Agent. Invoices are to be submitted by the vendor direct to the Finance Office that processes the invoice for payment.
 - c. Issue of inappropriate items to requisitioners, i.e., issue of coffee to someone other than dietary; issue of kleenex or coffee cups to administrative offices. Is the item required for official purposes?
 - d. Excessive usage of an item(s) by a requisitioning activity. Does the work load justify the usage?
 - e. The Office of Inspector General, DHHS, has recommended the following division of responsibilities at field locations so that the responsibilities for:
 - (1) Purchasing supplies and preparing receiving reports be delegated to different employees;
 - (2) Receiving vendor's billings and matching receiving reports be done by employees performing financial functions;
 - f. In general, division of responsibilities must be made to eliminate an atmosphere conducive to fraud by collusion with vendors and to theft of supplies (including drugs).

5-6.4F DATED ITEM

(1) Expiration Date

- a. When an item is marked with an Expiration Date, which gives only the month and year, does the item expire on the first day or the last day of the month? The official position of the USP and NF is that “when an expiration date is stated, in terms of the month and year, it is a representation that the intended expiration date is the last day of the stated month”.
- b. When an expiration date of an item has passed, the item shall not be used unless the item is assayed to establish potency and is recertified for use. Note: On occasion a product may have an expiration date on the outer pack but the inner pack is made up of numerous items, only one of which is actually expired. Only that item which is expired in fact should be excluded from use.
- c. Stock of an item that has passed the expiration date is to be separated from usable stock.

(21) Report No. 24 - Supply Expiration Report

- a. Report No. 24, Supply Expiration Report, is used as a control record for dated stores stock items. Report No. 24 lists those stock items on a monthly basis that contain an expiration date within the next four (4) months from report processing date.
- b. A copy of this report is provided to each service unit on a monthly basis by the Area Supply Service Center. This report is to be reviewed in detail each month. If there are quantities on hand that cannot be used up by your facility prior to expiration date, advise the Supply Service Center (SSC), Inventory Management Unit of the items, quantities, and expiration dates. The SSC, Inventory Management Unit, will check for possible utilization by other facilities.
- c. Items are listed on Report No. 24, Supply Expiration Report, one time only. Therefore, this report must be checked each month against the physical stock on hand.

5-6.4G DISPOSAL OF OUTDATED SUPPLIES

- (1) Supply items that are outdated are to be removed from cupboard stock and returned to the Service Unit Property and Supply Officer for final disposition. Except for Controlled Substances which are to remain in the Pharmacy Safe,

5-6.4G continued

- (2) To ensure maximum return on Outdated Supplies it is in the best interest of the area to have outdated items returned to the Supply Service Center for final disposition. Due to their volume of purchases from a vendor, they are in a better bargaining position on returns than individual facilities.

- (3) Return to the Supply Service Center

- a. Controlled Substances

- (1) Prepare Outdated Supply Disposition Record, Exhibit 6-6.1011(56), original plus four (4) copies, for each vendor. Complete top of Record and items 1-10.
- (2) Forward the items to the Supply Service Center via Registered Mail. Include the original plus three (3) copies of the Outdated Supply Disposition Record with the shipment.
- (3) Keep one (1) copy of the Disposition Record in a pending file.
- (4) Upon receipt of a signed copy back from the Supply Service Center, file the pending copy in the "Outdated Returns to SSC FY ____" file and forward the signed copy to Pharmacy for their records.

- b. Non-Controlled Substances

- (1) Prepare Outdated Supply Disposition Record, Exhibit 5-6.101A(56), original plus four (4) copies for each vendor. Complete top of Record and items 1-10.
- (2) Forward the items to the Supply Service Center via mail, service unit driver, pickup by SSC personnel, etc. Include the original plus three (3) copies of the Outdated Supply Disposition Record with the shipment.
- (3) Keep one (1) copy of the Disposition Record in a pending file.
- (4) Upon receipt of a signed copy back from the Supply Service Center, destroy the pending copy and file the signed copy in the "Outdated Returns to SSC FY ____" file.

- c. Chemotherapy/Cytotoxic Drugs

- (1) Due to the nature of these items they are not to be returned to the Supply Service Center for disposition.

5-6.4G continued

On these items determine whether or not the item is returnable to the vendor for credit/exchange.

- (a) Returnable Item - List items on HI-IS Form 22, ship items per instructions from vendor, file a copy of the HHS-22 in the "Returns to Vendors" file.
- (b) Non-Return Item - Prepare HHS-365, Inventory adjustment document, original plus two (2) copies, to request approval for disposal. Refer to Exhibit 5-6.10A(63) for a sample document.
 - (1) Forward the original plus 1 copy of the HHS-365 to the Area Supply Management Officer for obtaining signature in Block 7. Retain one copy with the items.
 - (2) Upon receipt of the approved HHS-365, obtain witnesses, dispose of the item, you and the witnesses sign the document. File the document in the 'Disposal by Destruction File'.

NOTE: Chemotherapy/cytotoxic drugs must be used of in accordance with applicable regulations as they are regarded as toxic (hazardous) wastes.

d. Infant Formula and I.V. Solutions

- (1) Do not return outdated formula/solutions to the Supply Service Center as these items are not returnable to the vendor for exchange/credit.
- (2) Prepare HHS-365, Inventory Adjustment Document, original plus two (2) copies, to request approval for disposal.. Refer to Exhibit 5-6.10A(63) for a sample document.
- (3) Forward the original plus one (1) copy of the HHS-365 to the Area Supply Management Officer for obtaining approval signature in Block 7. Retain one (1) copy with the items.
- (4) Upon receipt of the approved HHS-365 back from area office, obtain witnesses, dispose of the item, you and the witnesses sign the document. File the completed document in the "Disposal by Destruction File".

MANAGEMENT SERVICES

CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.4G continued

NOTE : Items shall be destroyed in such a manner as to ensure total destruction of the items to preclude the utilization of any portion thereof. The destruction shall be in accordance with Federal, State, and local air and water pollution control standards.

5-6.4H DISPOSAL OF DETERIORATED/DAMAGED SUPPLIES

- (1) Supply items which are deteriorated/damaged or otherwise unusable are to be removed from cupboard stock and returned to the Service Unit Property and Supply Officer for final disposal.
- (2) Control Substances which are deteriorated/damaged/unusable are to be sent to the Special Agent in Charge, DEA District Office, that serves your location. Refer to procedures outlined in 5-6.34.
- (3) Items are to be listed on HHS-365, Inventory Adjustment Document, original plus two (2) copies. The Property and Supply Officer is to include a complete statement in Block 6 as to what is wrong with the item and planned method of disposal. Refer to Exhibit 5-6.10A(41) for sample document.
- (4) Forward the original plus one copy of the HHS-365 to the Area Supply Management Officer for obtaining approval signature in Block 7. Retain one copy with the items.
- (51) Upon receipt of the approved HWS-365 back from the area office, obtain witnesses, dispose of the items, you and the witnesses sign the document. File the completed document in the "Disposal by Destruction File".
 - a. Items approved for disposal by destruction shall be destroyed in such a manner as to ensure total destruction of the item to preclude the utilization of any portion thereof. The destruction shall be in accordance with Federal, State, and local air and water pollution control standards.
 - b. Chemotherapy/cytotoxic drugs must be disposed of in accordance with applicable regulations as they are regarded as toxic (hazardous) wastes.

5-6.4I OVERSTOCKED/UNREQUIRED SUPPLIES

(1) Overstocked

- a. Item in cupboard stock that are acquired from the Supply Service Center that have quantities on hand in excess of 2 times the user level are overstocked. Overstocked quantities (quantity in excess of 2 times the user level) are to be removed from cupboard stock and returned to the Service Unit Property and Supply Officer for disposition.

5-6.41 continued

- b. Items in cupboard stock that are, acquired as direct issue that have quantities on hand in excess of 12 months supply are overstocked. Overstocked quantities (quantity in excess of 12 months supply) are to be removed from cupboard stock and returned to the Service Unit Property and Supply Officer for disposition. Note: If the item is used on a monthly basis, - consideration should be given to requesting that the item be stocked by the Supply Service Center.
- (2) Unrequired - Supply items in cupboard stock that are no longer y the user are to be returned to the Service Unit Property and Supply Officer for disposition.
- (3) Disposition of Overstocked/Unrequired Supplies
 - a. Any item that is not a full unit of issue quantity and/or & not in condition reissue is to be disposed of as outlined in 5-6.4H.
 - b. Items Acquired. from Area Supply Service Center
 - (1) Controlled Substances - List the items on Form HHS-22, original and two (2) copies. Refer to Exhibit 5-6.10A(11) for a sample document. Send the items via Registered Mail to the Supply Service Center. Include the original plus one copy of Form HHS-22 with shipment. A signed copy of the HHS-22 will be returned for your records.
 - (2) Infant Formula/I.V. Solutions - Contact the Supply Service Center, Inventory Management Unit, for disposition instructions on any overstocked or unrequired infant formula or I.V. Solutions. Do not send these items back to the Supply Service Center unless instructed to do so.
 - (3) Other Supplies - List the Items on Form HHS-22, original and 2 copies refer to 5-6.10A(11) for a sample document. Send the items via parcel post, service unit driver, supply service center driver, etc. to the Supply Service Center. Include the original plus one copy of Form HI-IS-22 with shipment. A signed copy of the M-IS-22 will be returned for your records.
 - (4) No Paper Work - No Acceptance - Items sent to the Supply Service Center without a completed HHS-22 will not be accepted but returned to the shipping facility.

5-6.41 continued

- (5) Credit for Returns - To ensure proper credit to your accounts for overstocked/unrequired items returned the Supply Service Center, the complete accounting data , must be included on the HHS-22.

c. Items Acquired as Direct Issue

- (11) Prepare a listing of the item(s) that are overstocked/unrequired to your needs which were acquired as direct issue.
- (2) The list is to include a complete description of the item, name of manufacturer/vendor, product number, expiration date, unit of issue, quantity, and unit cost of the item if known.
- (3) Circulate the unrequired/overstocked list within your service unit for possible utilization.
- (4) Report the remaining items to the Inventory Management Unit, Supply Service Center.
- (5) Inventory Management Unit, SSC, will circulate the list within the area for fifteen (15) days and forward the list of any remaining items to other area/program offices for a thirty (30) day circulation period.
- (6) Inventory Management Unit, SSC, will advise the service unit as to what action to take on any items not utilized within Indian Health Service.
- (7) Items transferred to other IHS facilities are to be listed on HHS-22. Refer to Exhibit 5-6.10A(2) for a sample transfer document.

5-6.4J ORDERING/REQUESTING STORES STOCK SUPPLIES FROM AREA SUPPLY SERVICE CENTER

(1) General

- a. The Area Supply Service Center maintains in stores stock inventory the majority of the recurring use items that are used throughout the area.
- b. Supply items available from the supply Service Center, which you have a requirement for, are to be ordered from the Supply Service Center and not purchased direct issue.
- c. In addition to the procedures outlined in this sub-section, the Supply Service Center, Supply Catalog will contain additional detail procedures.

5-6.4Jcontinued

c.2) Order/Delivery Schedule

- a. A monthly order/delivery schedule will be established for each ordering activity. The Supply Service Center will set up and publish the order/delivery schedule in cooperation with ordering activities.
- b. The Service Unit Property and Supply Officer is responsible to ensure that issue requests are properly completed and submitted to the Supply Service Center as scheduled.
- c. The order/delivery schedule allows for a maximum 30-day supply at the user cupboard stock. Therefore, orders not placed on schedule and/or delivered on schedule will cause stock, outages at the point of use.

(3) Stock Issue Request .a. Issue Book

- (1) The Preprinted Issue Books will be computer generated for each ordering activity based on their assigned user code in February and August of each year. The issue book printed in August is for use in October-March. The issue book printed in February is for use in April-September. Refer to Report No. 26, Section 5-6.6, of this Chapter, for a sample of the Preprinted Issue Book
- (2) The Preprinted Issue Book contains those items that have been issued to the user within the previous 12 months from processing date or that contain a predetermined user level. Drug items coded with Pharmacy Code "R" or "W" and items with EOQ Type Code "Y" are not to be listed in the Preprinted Issue Book but ordered from the Supply Service Center on form HRS-413, Issue Request.
- (3) Issue books are to be maintained in a binder or folder with fasteners with the following information on the front cover.
 - (a) The issue book identification or control number assigned. Example - Book #1
 - (b) Name of the ordering activity.
 - (c) Service Unit title, location, and address.
 - (d) CAN, User Code, Sub-Sub-Activity Code, and Sub-Station Code, if appropriate.

5-6.4J continued

- (e) A statement typed in capitalized letters: IF FOUND PLEASE RETURN IMMEDIATELY TO: (Type the name and address of the Service Unit).

(4) Use of Issue Book

- (a) Prior to the established order date, the ordering activity or supply personnel, if supply staffing permits, shall inventory the cupboard stock of the items contained in their "Issue Book" and enter the quantity on hand figure on the line to the right of the "Q-OH" (on hand) for the applicable month. The item order quantity is the difference between the "Q-OH" quantity and the "User Level" quantity, or the "PYIQ" (prior year issue quantity for the month listed) or the actual quantity required. The "Q-OH" quantity and the "Order Quantity" are to be entered with a ballpoint pen containing black ink. Any items of stores stock required but not listed in the issue book or items required off schedule are to be requested on Form m-413, Issue Request. The issue book is to be used only for the once main monthly issue.
- (b) Issue books are to be hand carried to the Property and Supply Section by the ordering activities (or mailed from satellite locations by certified mail) to avoid possible loss of the book, or delays in processing the request for stock issue.
- (c) The "Issue Book" is to be reviewed by the Property and Supply Section for completeness. The issue book should not be processed when the quantity on hand is not completed as this is the key to arrive at a realistic order quantity. Unusual order quantities are to be clarified with the requisitioner prior to the items being ordered..
- (3) The individual authorized to order supplies for the using activity is to sign (Requested by) Issue Book.
- (4) To ensure that all issue books are accounted for, issue books forwarded to the Supply Service Center via certified mail shall be accompanied by a covering memo (refer to Exhibit 5-6.10A(24)). Upon receipt of the issue books back from the Area Office, the issue books are to be checked off against the station copy of the memo.

5-6.4J continued

(b) HRS 413, Issue Requires for Stores Stock Supplies

- (1) Stores stock items required by using activities between regularly scheduled issue periods or for items not listed in their issue book shall be requested on Form HRS-413, Issue Request.
- (2) The requesting activity is to prepare an original and two (2) copies of HRS-413. Retain one (1) copy for their file and forward the 'original, plus one copy, of the HRS-413 to the Service Unit Property and Supply Section.

Note: Do not prepare an HRS-413 for items already in a Order" status. These items will automatically be shipped to you upon receipt by the Supply Service Center.

- (3) The Service Unit Property and Supply Section is to:
 - (a) Assign the next available request number to the HRS-413. The Request Number will consist of the fiscal year and a serial number. The serial number will commence with one (1) at the beginning of each fiscal year.
 - (b) Review each HRS-413, Issue Request, to ensure:
 - (1) That the information contained on the HRS-413 is complete, correct and legible.
 - (2) The quantities being ordered appears proper. Special attention should be made to ensure that the Index Number is correct and that the Unit of Issue listed on the HRS-413 is in agreement with the Supply Service Center unit of issue.
 - (3) That the HRS-413 contains a designation as to how the supplies are to be sent or picked up. (e.g., mail, Service Unit driver to pick up, delivery with regular monthly order, etc. 1.
 - (c) Forward the original copy of the HRS-413 to the Supply Service Center. Refer to Exhibit 5-6.10A(24). Keep a copy of the HRS-413 in your pending order file.

5-6.4J continued

c. Emergency/Urgent Orders

- (1) All emergency/urgent requests are to be initiated by the Service Unit Property and Supply Section. In the event supply personnel are not available, requests may be initiated by the Administrative Officer, Service Unit Director or their representative.
- (2) Emergency/Urgent requests will be accepted via telephone or TWX by the Inventory Management Unit, Supply Service Center.
- (3) Information required on telephone/TWX orders is the same as required on HRS-413, Issue Request. Therefore, prepare an original copy of the HRS-413 prior to call in of the emergency/urgent order. Use the HRS-413 as your pending order copy.
- (4) Be fully prepared to explain the emergency/urgent situation and the best method of delivery to provide the supplies to the user within the required time.

5-6.4K RECEIPT / DELIVERY 'OF SUPPLIES FROM AREA SUPPLY SERVICE CENTER

- (1) Supplies ordered from the Supply Service Center on the scheduled order date will be delivered to the Service Unit Property and Supply Section on the scheduled delivery date and /or within six (3 working days).
- (2) Supplies not ordered on the scheduled order date and Back Order Issue Releases will be shipped/delivered via best method to meet user requirements.
- (3) Supplies will be packaged and marked to identify the requesting activity. (e.g., Boxes/containers will be marked with your station code and the user code.)
- (4) The Service Unit Property and Supply Section will deliver supplies to the using activity and they are to jointly check in the supplies. Receiving procedures are as follows:

a. Regular Orders

- (1) A copy of Report No. 70, Issue/Shipping/Invoice Document, will be included with each order/shipment. Report No. 70 lists the items and quantities ordered, actual quantities issued, and identifies stock outs,

5-6.4K continued

partial outs and quantities adjusted to standard pack issue. NOTE: When "STK OUT" or "PAR B/O" is printed under the remarks column, a Back Order has automatically been established for the quantity not issued.

- (2) Verify the items/quantities received against the items/quantities listed as being issued.
- (3) If there is a question as to the accuracy of the order quantity listed on Report No. 70, refer back to your original issue request for verification.
- (4) Notify Inventory Management Unit, Supply Service Center, of any discrepancies (overages, shortages or wrong items) within 2 working days after receipt of shipment.
- (5) Have the person authorized to receipt for supplies at the point of use, sign and date Report No. 70.
- (6) File Report No. 70 in the "SSC Issue File for (month), (year)" in voucher number sequence.

b. Back Order Issue Releases

- (1) A copy of Report No. 71, Back Order Issue/Shipping/ Invoice Document, will be included with each back order shipment. Report No. 71 list the item(s) and quantities issued. NOTE: When "PAR B/O" is printed under the remarks column, another Back Order has automatically been established for the remaining order quantity not issued.
- (2) Verify the items/quantities received against the items/quantities listed as being issued.
- (3) If there is a question as to the accuracy of the order quantity and/or back ordered quantity listed on Report No. 71, refer back to your original issue request and Report No. 70 for verification. To find the original voucher number assigned to Report No. 70, subtract five (5) from first digit of the voucher serial number that is listed on Report No. 71.
- (4) Notify Inventory Management Unit, Supply Service Center, of any discrepancies within 2 working days after receipt of shipment.
- (5) Have the person authorized to receipt for supplies at the point of use, sign and date Report No. 71.

5-6.4K continued

- (6) File Report No. 71 in the SSC Issue-File for (month),
(year), in voucher number sequence.

c. Emergency/Urgent Orders

- (11) A copy of HRS-413, Issue Request, will be included with each emergency/urgent shipment.
- (2) Verify the items/quantities received against the items/quantities listed on the FIRS-413 as being issued.
- (3) If there is a question as to the accuracy of the items listed on the HRS-413, refer to your order file copy of the HRS-413.
- (4) Notify Inventory Management Unit, Supply Service Center, of any discrepancies immediately upon receipt of shipment.
- (9) Have the person authorized to receipt for supplies at the point of use, sign and date the HRS-413.
- (6) File the FIRS-413 in the "SSC Issue File for (month), (year), in voucher number sequence.
- (7) The above outline issue documents (Reports 70, 71 and HRS-413's) are part of the overall area accountable supply records. Therefore, the SSC Issue Files" are to be kept for a period of three (3) years.
- (3) Completed Issue Books are to be returned to the Supply Service Center for their records.

5 - 6.4L CONTROLLED SUBSTANCES

- (1) A controlled substance is a drug or medicine which is defined as such by the Drug Enforcement Administration (DEA). For the intent and purpose of these procedures it is those items that are classified as Schedule I, II, III, IV, V by DEA. Refer to Title 21 CFR, Chapter II, DEA, Department of Justice, Part 1308, for schedules of controlled substances.
- (2) The Service Unit Director or the official in charge of the facility is responsible for compliance with all appropriate HHS, IHS, DEA regulations on Controlled Substances, including security requirements, record keeping and reporting requirements. For additional information refer to the IHS Manual, Part 3, Chapter 7, Pharmacy Services.

5-6.4L continued

(3) Ordering Controlled Substances

a. Direct Issue Items: Ordering of direct issue items is to be per Procurement/Da procedures.

b. Items Stocked by Supply Service Center .

(1) Schedule I or II Controlled Substance

(a) DEA Form 222 is to be used to order these items from the Supply Service Center.

(b) Forward the Brown and Green copies of the completed DEA Form 222 to the Supply Service Center. Retain the Blue copy in your order file.

(2) Schedule III, IV or V Controlled Substances

(a) Items in these Schedules are to be ordered on a preprinted HRS-413. The preprinted HRS-413s will be provided to each ordering location by the Supply Service Center.

(b) An original, plus four (4) copies, of the preprinted HRS-413 is to be completed.

(c) The HRS-413s are to be signed (requested) by a Registered Pharmacist, (when no pharmacist, must be signed by a Doctor/Dentist who are registered by DEA), and approved by the department supervisor or next higher level authority.

(d) Forward the original, plus 3 copies, of the preprinted HRS-413s to the Service Unit Property and Supply Officer along with the Issue Books at the scheduled order date. Keep one copy of the HRS-413 for your file.

(e) The Service Unit Property and Supply Officer is to assign a Request Number to the HRS-413s, forward the original plus 3 copies of the HRS-413 to the Supply Service Center.

(3) Use the same above forms and procedures to order items on an off-schedule basis.

(4) Urgent/Emergency Orders

(a) Emergency type orders may be called into the Supply Service Center, Inventory Management Unit,

5-6.4L continued

by a Registered Pharmacist, or a Doctor/Dentist who are registered by DFA, for Schedule III, IV, or V Controlled Substances. Schedule I and II items can only be ordered/issued on DEA Form 222.

(4) Receiving, of Controlled Substances

a. Direct Issue Items

- (1) The Designated Receiving Agent, after completing the receiving report, shall immediately deliver the Controlled Substances received to the Pharmacy and obtain the signature of the individual authorized to receipt for Controlled Substances on the station voucher file copy of the purchase order.
- (2) A copy of the receiving report is to be provided to Pharmacy for their files and a copy of the receiving report filed in **a** folder labeled "Controlled Substances Receipts for FY ____".

b. Items Issued From Supply Service Center

- (1) The Designated Receiving Agent shall:
 - (a) Check in the controlled substances received against the enclosed copies of the HRS-413s. Immediately notify the Supply Service Center Director of any discrepancies.
 - (b) Sign and date the HRS-413s as the receiving official. Forward one completed set of the 413s to the Supply Service Center, Attn: Inventory Management Unit.
 - (c) Immediately deliver the controlled substances received to the Pharmacy and obtain the signature of the individual-authorized to receipt for controlled substances, i.e., Registered Pharmacist or a Doctor/Dentist who are registered by DEA on your copy of HRS-413. File the completed HRS-413 in a file labeled "Controlled Substances Receipts for FY ____".

(5) Cupboard Stock Inventories of Controlled Substances

- a. A perpetual inventory record is required on all controlled substances in cupboard stock. Form HRS-175, Perpetual Inventory of Narcotics and Other Controlled Drugs, is to be maintained on each controlled substance. Refer to Exhibit 5-6.10A(16).

5-6.4L continued

- b. Cupboard stock inventories of controlled substances are to be inventoried quarterly. The inventories should be accomplished by the Service Unit Chief, Pharmacist and the Property and Supply Officer. Inventory counts are to be reconciled with the HRS-175s.

(6) Loss/Theft of Controlled Substances

- a. The Special Agent in Charge of the DFA District Office that serves your location is to be notified of any theft or significant loss of any controlled substances upon discovery of such theft or loss. Complete DEA Form 106 regarding such theft or loss. Thefts must be reported whether or not the controlled substances are subsequently recovered and/or the responsible parties are identified and action taken against them.
- b. A Report of Survey, HHS Form 342, is to be initiated on any theft or loss of controlled substances.

(7) DEA Certificate of Registration

- a. A current copy of your DEA Certificate of Registration is required to be on file at the Supply Service Center in order for them to issue any controlled substances to your facility. Therefore, provide them a copy of your certificate when renewed annually.

5-6.4M PROPERTY VOUCHER REGISTER AND FILE

(1) Property Voucher

- a. Property vouchers are documents that certify and support entries of transactions to the property accountable records and General Ledger Accounts; and that certify and support the direct issue of supplies to using elements of an installation. Documents that pertain to major object classification code "26" - "Supplies and Materials" regardless of the funds used to acquire the supplies or how they were acquired, are to be documented and assigned a voucher number.
- b. Property vouchers are to be assigned a voucher number and forwarded to the Supply Service Center within 24 hours after receipt of supplies. It is recommended that a set time be established each day for vouchering and processing of documents. Example: The last outgoing mail for the day is 4:00 p.m.; average time for vouchering and processing daily

5-6.4M continued

documents is 1 hour; then your daily schedule for processing documents would be at 2:30 p.m. each day. This will ensure an even flow of documents.

(2) Document Review

- a. Prior to the assignment of the Property voucher number, review the document (all copies) to ensure that the document contains all required information and that the information is legible, i.e.:
 - Do all copies of receiving reports contain the signature of the designated receiving agent?
 - Do the station voucher file copies of direct issue receiving reports contain the signature of an individual authorized to receipt for supplies at the point of use?
 - Do all copies of the document contain the required accounting data?
 - Are the quantity and value correct on the receiving reports?
 - Does the data entry person have to guess at the data on the document?

(3) Numbering

- a. Voucher shall be numbered for reference and control purposes.
 - (1) The voucher number will consist of the fiscal year, calendar month, and serial number.
 - (2) The serial number will commence with 0001 at the beginning of each monthly accounting period. A separate number will be assigned each document.
 - (3) The property voucher number will be entered (normally) in the lower right hand corner of the document.
 - (4) Documents certifying to and supporting the rendition of a service, will not be assigned a voucher number. However, documents covering both the receipt of supplies and the performance of a service will be assigned a voucher number.

S-6.4M continued

(4) Property Voucher Register

The Property Voucher Register is to be maintained in such a manner to allow for comparison against the Monthly ADP Voucher Summary Report, Report No. 10. ~~Relationship:~~ **hip:** The Property Voucher Register is your Check Book; the ~~Monthly~~ ADP Voucher Summary Report is your Bank Statement.

- a. The Property Voucher Register, Form HRS-31, shall be maintained in duplicate and voucher data recorded on both copies. Refer to Exhibit 5-6.10A(14) for a sample of a Property Voucher Register and detail instructions for completion.
- b. Unassigned or cancelled numbers must be explained (noted) in the reference column of the register.
- c. The statement "Serial Number _____ is the last number assigned during the accounting period ending _____ (date) _____," will be made on the next line following the last voucher number assigned.
- d. A copy of the Property Voucher Register is to be forwarded to the Area Supply Service Center at the end of each accounting period. The original shall be attached to the left side of the first voucher file folder containing vouchers for the month concerned.

(5) Voucher Files

- a. Vouchers are to be filled in numerical sequence, limited to 100 documents in a folder, and securely fastened. A new folder is prepared at the beginning of each month.
- b. Folders shall be identified with the following heading:
VOUCHER FILE FOR MONTH **ENDING** _____ (date) _____.
- c. The voucher file is to be checked against the voucher register at the end of the month to ensure that a copy of all vouchers for the month are on file or else accounted for.
- d. Unassigned and cancelled numbers within a series will be properly annotated in the reference column of the Property Voucher Register, and shall be identified in the file on a plain sheet of paper, in proper numerical sequence with the voucher number in the lower right hand corner.

5-6;4M continued

(6) Voucher Documents

- a. The following documents are commonly used and will be assigned a voucher number, entered on the voucher register, and maintained in the voucher 'file.
 - (1) SF-44 - Purchase Order-Invoice Voucher
 - (2) SF-122 - Transfer Order-Excess Personal Property
 - (3) OF-347 - Order for Supplies or Services
 - (4) SF-344 - Multiuse Standard Requisition/Issue System Document (GSA)
 - (5) HHS-22 - Property Action Request to Supply Officer, when used as a transfer or disposal document.
 - (6) OF-127 - Receiving and Inspection Report
 - (7) Any other document approved for use as a receiving report.

5-6.4N RECEIVING PROCEDURES

- (1) All receipts of supplies and materials by activities of the Indian Health Service whether the results of a purchase action, transfer, donation, gift, or discovery of an item not previously recorded, are to be documented and the document signed by an individual 'authorized to receipt for property.
- (2) The Service Unit Director or the Official In Charge of the facility is responsible for assuring prompt submission of receiving reports. It is imperative that receiving reports be prepared and submitted to the Area Supply Service Center within 24 hours after receipt of the supplies and/or materials. Late submission of receiving reports will result in:
 - a. Delayed payment to vendor;
 - b. Lost discounts which would have been a savings to the Government;
 - c. Formal complaints from vendors;
 - d. Loss of good faith and rapport with vendors;
 - e. Unnecessary follow-up actions being taken by Area Finance;

5-6.4N continued

- f. In some cases, vendors refusing to sell to the Indian Health Service.
- (3) The Area Financial Management Branch has no information' concerning problems or discussions the receiving facility may have had with a vendor about shortages, receipt of wrong item, size or other discrepancies. Therefore, a copy of all correspondence or documents concerning purchase order discrepancies are to be furnished to the Area Financial Management Branch.
- (4) Matching of vendor invoices against receiving reports is the responsibility of Finance personnel. The matching of invoices against receiving reports by supply personnel does not provide a separation of functions, creates a conflict of interest, and therefor is prohibited.
- (5) Inspection
 - a. Upon receipt of an order via Motor Freight, the following checks should be made by receiving personnel:
 - (1) Check total number of cartons received vs. total number shipped on freight bill(s). If quantities do not agree, annotate the Freight Bill accordingly, as to total quantity over or short.
 - (2) Check all cartons received for apparent physical damages. If apparent physical damage exists, annotate the freight bills as to the quantity of cartons damaged. The freight bill/delivery receipt should be signed by the receiving agent and the carrier.
 - (3) If the shipment is from a Government Agency (VA, GSA, Perry Point, etc.), the procedures outlined in their catalogs should be followed on overages, shortages, and damages.
 - (4) If the shipment is from other than a Government Source, the vendor is to be contacted for replacement of shortages or damaged items, or for return of overages.
 - b. Orders shipped via mail are handled in the same basic manner as orders received via Motor Freight in resolving overages, shortages, and damages.
 - c. A check for concealed damage is to be made as cartons are opened. If there is concealed damage, notify the carrier immediately by telephone, and request inspection of the materials. It is important that the material not be moved

5-6.4N continued

prior to inspection and the packaging material be retained for the carrier's review. The carrier should provide you a copy of the inspection report. Reporting of concealed damages are the same as outlined in 5.a.(3), (4), above.

- d. The items received are to be directly compared to the specifications/description stated on the purchase document. If there are discrepancies, commercial vendors are to be notified by telephone and/or in writing and Government Agencies (VA, GSA, PP) as outlined in their catalogs. If there is any question as to whether or not the item received meets the order document specifications, assistance can be obtained from the using activity.
 - e. Any discrepancies should be rectified by supply personnel prior to acceptance and/or delivery to using activities or placing into stores stock.
- (61) Direct delivery items should be delivered to the ordering activity within 24 hours after receipt and the person authorized to receipt for supplies at the point of use is to sign and date the station voucher file copy of the receiving report.
- (7) Receiving Reports
- a. Supply Contract: Complete and partial shipments received against a supply contract are to be documented on Form OF-127, Receiving and Inspection Report.
 - b. Optional Form 347 - Order for Supplies or Services: OF-347, Order for supplies or services can be used to document complete or partial shipments received against the purchase order. If the majority of the items are received on the first shipment, then the OF-347 should be used to receipt for the partial shipment received and OF-127, Receiving and Inspection Report, would be used to receipt for further partial and final shipments. If the majority of the items are not received on the first shipment, OF-127 should be used to document the first partial receipt and any other partials and the OF-347 would be used to document the final shipment.
 - c. Standard Form 344 - Multiuse Standard Requisitioning/Issue System Document: SF-344 is the prescribed form to be used in ordering from General Services Administration (GSA). The receiving report copies of SF-344 are to be used to document partial and final receipts as outlined for SF-147, above.

5-6.4N continued

- d. Standard Form 44A - Purchase Order/Invoice/Voucher: Is a purchase order designed primarily for on-the-spot or over-the-counter purchase. The number 3 (pink copy is the receiving report).
- e. Surplus Commodities and Donated Items: Receiving reports for surplus commodities and donated items shall be receipted for on OF-127, Receiving and Inspection.
- f. Cash Purchases: OF-127, Receiving and Inspection Report, or other forms which are approved for use by the Area Supply Management Officer, shall be used to document purchases of supplies from Imprest Cash.
- g. **Unrequired Supplies:** Form HHS-22, Property Action Request **to Supply Officer, is** to be used to document receipt of unrequired supplies,
- h. Examples of receiving reports, with instructions for completion and distribution is contained in the following exhibits:
 - Exhibit 5-6.10A(29) - OF-127, Receiving and Inspection Report
 - Exhibit 5-6.10A(30) - OF-347, Order for Supplies or Services
 - Exhibit 5-6.10A(31) - SF-344, Multiuse Standard Requisitioning/Issue System Document
 - Exhibit 5-6.10A(32) - SF-44A, Purchase Order/Invoice/Voucher
 - Exhibit 5-6.10A(33) - HHS-22, Property Action Request to Supply Officer

(8) Pricing

- a. Purchased Items - Price information contained on the receiving report shall be based on the actual purchase price, less any discounts.
- b. Donations and Surplus Commodities - Shall be priced out at the current estimated market value.
- c. Unrequired/Excess - Receipt price will be the price as shown on the transfer document.

5-6.4N continued

(9) Certification and Coding

- a . All copies of receiving reports shall be manually signed.
Carbon copy facsimile signatures are not acceptable.
- b. Receiving reports shall contain appropriate ADP coding in accordance with established codes.

- (10) GSA Handbook, Discrepancies or Deficiencies in GSA or DOD Shipment, Material, or Billing, is available from General Services Administration. Copies of this handbook may be obtained by submitting a completed GSA Form 457, FSS Publications Mailing List Application, in accordance with the instructions on the form. The mailing list code for this handbook is ODDH-0001. Copies of GSA Form 457 may be obtained from the GSA Regional Office.

5-6.40 SECURITY

- (1) Supplies are accountable property of the Government and therefore, security must be maintained. The employee designated as the Custodial Officer for the facility is accountable for the supplies and is responsible for maintaining security in order to prevent loss, theft, and misuse of supplies.
- (2) Security of all storage areas in general.
 - a. Only qualified and responsible personnel should be selected and assigned to supply operations. Proper personnel security checks should be made on all individuals applying for positions in a supply operation.
 - b. Controlled access to the storage areas must be maintained at all times.
 - c. Only authorized individuals should have direct access to the storerooms, i.e., custodial officer, storeroom supervisor, administrative officer.
 - d. Procedures should be established to permit access during an emergency. Such as, a key, lock/safe combination, being kept in a sealed envelope in a secured location for emergency use and procedures for documenting any supplies taken from the storeroom during an emergency.
 - e. Locks and safe combinations should be changed on a periodic basis and when there is a change in personnel who had keys and/or safe combinations.

5-6.40 continued

- f. When possible, the storage layout (bins, racks, etc.) should be in such a manner to allow for visual control of the operation
- g. When it is necessary for other employees and non-employees to be in the storage areas, they are to be under observation by an employee of the supply operation.

5-6.4P PROCUREMENT

- (1) Determining the type of procurement to be made on direct issue items shall be made by the Purchasing Agent or other individual delegated procurement authority who must comply with procurement Policies, procedures, and regulations.

- (2) Distribution of procurement documents:

Original - Forward to vendor.

Copies 1 & 2- Forward to Area' Supply Service Center for review and processing. SSC will stamp the copies "Cleared - Supply Management" and forward them to. Finance.

copy 3 - Purchase Order File copy.

Copies 4 & 5 -Receiving Report File copies. The Purchase Order File an Receiving Report file should be combined into one file when the procurement and receiving is accomplished at the same location.

- (3) Follow-up on all purchase orders that are past the delivery date should be made at least monthly by the purchasing official or by supply personnel. Status information is to be provided to the requisitioner on any direct issue or service items that are past delivery date.

- (4) Back Orders

- a. Upon receipt of a backorder notification from a vendor, the requisitioner or stock control is to be notified immediately. Based on a review of supply on hand, it may be necessary for an emergency order for a 30-day supply to be issued.

- (5) Priority of Source of Supply

- a. Procurement of supplies shall be effected from the following sources in the descending order of priority indicated:

5-6.4P continued,

- (1) Items available from within the facility.
- (2) Items available from the Area Supply Service Center
- (3) Items in long supply or unrequired at other HHS activities.
- (4) Items in long supply or excess at other Federal agencies.
- (5) Items available from HRSA Supply Service Center.
- (6) GSA stores stock items.
- (7) VA Supply Depot.
- (8) Mandatory Federal Supply Schedules.
- (9) Other Federal Supply Schedules when it is to the advantage of the Government.
- (10) Other Federal agencies, Federal Prison Industry and blind made products.
- (11) Commercial concerns; .

(6) Waivers from Mandatory Sources

- a. When, in furtherance of program objectives it is necessary to procure similar items from a lower priority source than those listed in (5), the requiring facility will request a waiver to bypass the priority source of supply in favor of a lesser priority. The request for waiver is to be in accordance with Area Procurement policy and procedures.

5-6.4Q STORAGE AREAS

A supply storage area is used to store many different items with varying physical characteristics and storage requirements.

(1) Space Layout

- a. Planning a storage layout in terms of the supplies to be stored involves the intelligent and realistic application of the basic resource - space. The job becomes increasingly more difficult as space demands become more critical; therefore, the prime objective of storage area planning is maximum utilization of available space. Consideration must be given to the following in the development of a storage area space layout:

5-6.4Q continued

- (1) Office Space - Private or open office space.
- (2) Receiving Area - Space to check in and receipt for supplies.
- (3) Issuing/Shipping Area - Space to consolidate an order pending delivery or shipment.
- (4) Refrigeration Storage - Storage space for items that require refrigeration.
- (\$1 Security Storage - Space required for narcotics, alcohol, precious metals, etc. '
- (6) Flammable Storage - Space required for the storage of flammable liquids.
- (7) Bin Shelf Space - Bin space required for regular shelf type items. Type and size of bin shelves to be used, i.e., fixed 'or track mounted. Height of the bins should be as high as ceiling height allows. Depth of the bins should be 24", in lieu of the generally used 18" to allow for increased cubic space with little increase in floor space usage.
- (8) Bulk Space - Space required for the storage of stock items that are not suitable for bin shelf storage. Bulk racks should be used to take advantage of height. --- Remember space is vertical and not just horizontal.
- (9) Other factors: air conditioning and heating requirements; floorload capacity; traffic flow, and lighting.

(2) Care and Preservation of Supplies

- a. The amount and type of care required by any supply item depend upon its particular nature and characteristics. However, supply personnel should have a general knowledge of methods that should be applied to obtain maximum supply preservation. It must be remembered that the preservation of most items is dependent on proper storage and turnover. In order to store properly, supply personnel must know which items -

- (1) Are explosive and/or highly flammable and classified as hazardous.

5-6.4Q continued

- (2)' Are oxidizing agents (to be segregated from flammables and combustibles).
 - (3) Are normally stored in vault or security area.
 - (4) Are subject to damage by freezing.
 - (5) Require freezing temperature for preservation.
 - (6) Require normal refrigeration for preservation.
 - (7) Are normally limited with respect to keeping time.
- b. Guides for the care of specific types of supplies are listed below. These guides are not all inclusive but do point up special storage requirements for certain supply items.
- (1) Drugs - Special consideration must be given to the storage of drugs. Drugs should be stored in accordance with the manufacturer's specifications, especially those subject to liquidation, separation, and permanent suspension caused by high temperatures. Most drugs should be protected from freezing conditions.
 - (2) X-ray Film - X-ray film should be stocked in an upright position on edge as flat stacking causes pressure damage and accelerates deterioration. X-ray film is adversely affected by exposure to high temperature and humidity. Because of this, it must not be exposed to extremely high temperatures (80-to 120 F.) for even short periods of time. The ideal storage for x-ray film is an area having a temperature of approximately 550 F. with 50 percent relative humidity. Relative humidity above 60 percent will cause serious damage. Exposing the film to low temperatures has no detrimental effect, providing the humidity does not exceed 60 percent.
 - (3) Plastic and Rubber Goods - Plastic and rubber supply items should be stored in a cool, dry, dark, and well ventilated storage area. They should be kept free from oils, grease, dust and dirt. High temperatures may cause certain plastics and similar materials to flow and change shape.
 - (4) Subsistence - Areas having the lowest temperatures (but not below freezing), good ventilation, and minimum exposure to sunlight are preferred for the storage of

5-6.4Q continued

wet-pack subsistence packed in cans or glassware.
Dry-pack subsistence items such as flour, dried peas and beans, etc., should be stored in an area providing the least amount of heat.

- (5) Storage areas selected for any subsistence stock should be free from roof leaks or other leaks which permit entrance of water or moisture. Subsistence stocks should not be stored in direct contact with walls or floors.
- (6) Food Storage Guide for Schools and Institutions as published by U.S.D.A., Exhibit 5-6.10A(27) outlines the storage requirements for various foods.

(3) Insect and Rodent Control

- a. Insects annually destroy or render unfit for human consumption enormous quantities of food. As infestation may occur even under ideal warehouse conditions, it is only through constant vigilance and prompt action that losses from this cause may be prevented or held to a minimum. Refer to Exhibit 5-6.10A(28) for samples of insects that infest stored subsistence.
- b. Rats and mice destroy or render unfit for human consumption enormous quantities of food each year. Control measures should be applied not only from an economic standpoint but also because these pests are menace to human health by spreading disease.
- c. Federal Food and Drug regulations prohibit the use, for human consumption, of food that has been contaminated by rodents. The presence of insects, their remains, or their excrement renders food products unfit for human consumption according to FDA standards. Therefore, subsistence items that have been 'infested by insects and/or rodents are not to be issued for use, but destroyed.

(4) Housekeeping and Fire Safety Practices

a. Housekeeping

- (1) Good housekeeping is recognized as an essential requirement for an efficient and economical supply storage operation. Some of the major benefits to be derived from the maintenance of good housekeeping practices are:

5-6.4Q continued

Conservation of space, equipment, operating materials, time, and effort;

Protection of supplies;

Elimination of accident and fire hazards;

Increased employee morale.

- (2) The existence of poor housekeeping generally reflects negligence and carelessness. In **most** cases, this condition is traceable to inadequate supervision and failure to maintain the most elementary standards. For maximum operating efficiency, proper prestige, and for morale purposes, the maintenance of the highest standards of housekeeping and orderliness should be enforced in storage areas at all times.
- (3) A fundamental rule of good housekeeping is that cleanup action should be considered as a part of the operation itself and carried out progressively rather than as separate periodic accomplishments. In other words, the proper time to clean up debris, scrape, etc., is as soon as practicable after such has accumulated. This does not eliminate the need for a periodic inspection and systematic cleanup such as an "end of the day".

b. Firesafety

- (1) "Fire consciousness" **cannot** be overemphasized, and like "safety" and "good housekeeping" should be integrated into everyday storage operation. Where adequate "fire consciousness" exists, and proper preventive measures are taken, fires seldom occur. In the event they do occur, prompt and proper protective action minimizes their seriousness. To assure prompt and proper protective action during any emergency requires a thorough knowledge of applicable fire protection regulations and equipment; together with the development of planned procedures and drills executed for practical effect.
- (2) Through a formulated fire plan, written procedures, training, posted notices, and periodic demonstrations and drills, all warehouse/supply personnel should become aware of the extreme importance of being "fire conscious". Each employee **must** know what he can do to eliminate conditions incident to the starting of fires, and what to do in case of fire. Specifically this understanding should include:

5-6.4Q continued

- (a) General information of the local fire-prevention and fire-control regulations, the firefighting equipment installed in the building and its, exact location and intended use.
 - (b) Familiarity of the storage and housekeeping practice, and any special hazards that exist.
 - (c) How to, identify and give a fire alarm promptly on discovery of a fire.
 - (d) How to use the various types of "first aid" fire extinguisher .
 - (e) Place in the plan for evacuation or auxiliary firefighting organization.
 - (f) Where smoking is permitted in the warehouse/storeroom, and what locations, for safety purposes, are classified as non-smoking areas.
- (3) Supply personnel shall cooperate fully with the facility fire marshall and with the local fire department to obtain maximum technical assistance. Routine inspection of the warehouse/storeroom by the facility fire marshall and or local fire department should be made and encouraged by supply personnel.

(5) Periodic Inspection

- a. To insure a good supply storage operation, a quarterly and/or monthly inspection of all storage areas should be made. These inspections will have the effect of assuring that:
 - (1) Oldest stocks are being issued first.
 - (2) Approved methods of storage and segregation are being
 - (3) The best method of preservation for each particular type of supply, such as protection against heat, odors, climatic conditions, dust, etc., is being utilized.
 - (4) Damaged, deteriorated or infested supplies are segregated from other supplies, and that standard rodent and insect control is being enforced.
 - (5) Debris, scrap, etc., is being removed from storage areas.

MANAGEMENT SERVICES

CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.4Q continued

- (6) Safety, security, and fire regulations are being observed.
- (7) Supplies are .being handled properly and safely.
- (8) Excess stock is reported promptly for disposition.

5-6.4R BUDGET

- (1) The Stores Supply Budget as established by the SSC Director should be reviewed and checked by the service unit Property and Supply Officer. All differences should be reconciled as soon as possible in the new fiscal year. If the SSC Director does not establish a budget for each station, the service unit Property and Supply Officer should do so in accordance with Section 5-6.3AD of this Chapter.
- w For Direct Issue supply needs, Report No. 15 (COB Sept) should be utilized breaking down the data by: a) department, b) General Ledger Account, and c) object-subobject class code to establish estimates based upon receipts during the previous fiscal year. Modification of this data should be accomplished by using Finance Report SHR-111M which will show the actual obligation for a particular object-subobject class code (e.g., 26.11+ pharmaceuticals) for each budget sub and sub-sub activity, for each specific location. All locations for service unit must be considered in determining the Service Unit budget.
 - a. Within these guidelines the need for recurring vs. non-recurring needs should be identified. Any large expenditures which only caused inventory to increase should not be included in budgetary needs. As with Stores Stock, inventory levels must remain relatively stable to validate the data on both supply reports and finance reports.
- (3) The Service Unit Property and Supply Officer should meet with department chiefs to verify the projected needs and to identify any program changes that would impact on supply usage. These two should also monitor the expenditure of funds throughout the fiscal year to identify changes which would require adjustments of supply budgets. It may be necessary to transfer funds within the facility to cover other departments needs based upon program changes, etc.

5-6.4S SUPPLY COMMITTEE

- (1) It is recommended that a Service Unit Supply Committee be established at each service unit. Such a committee could and would provide valuable input into the overall service unit supply program.

5-6.4S continued

(2) Functions

- a. Evaluating new supply items that could be used more advantageously and economically to items currently used.
- b. Identifying high cost and so called luxury items being used in lieu of similar low cost items.
- c. Analyzing supply usage to determine where items are being used in abnormal quantities. (Does the workload justify the usage?)
- d. Recommend items that should be placed into the Supply Service Center stores stock inventory system, based on the estimated usage, number of users, and storage requirements of the item.

Recommend which items should be dropped from the stores stock inventory system based on lack of usage, replacement by new item, etc., (Every effort should be made to utilize any stock on hand prior to dropping from inventory.)

- f. Recommend approval or disapproval of requisitions submitted for direct issue items. Things to consider: is the need justified; is there a less expensive item available that would meet the requirements; is there a similar item in stores stock that would meet the requirement; is the item a nice to have type of item.
- 80 Evaluate the effect of program changes on supply usage and cost, i.e., changing from reusable items to disposable items; establishment of new programs or services; and expanded services.

(3) Members

- a. Chairperson, as Appointed/Selected
- b. Four other members of the supply committee should be appointed by the Service Unit Director. These appointments should be drawn from nursing, pharmacy, physicians, central supply, laboratory, dietary, and outpatient operations. Appointments should not be restricted to department heads only.
- c. The SU Property and Supply Officer will serve as Recorder to the committee and other personnel as needed will serve the committee in an advisory capacity.

5-6.4S continued

(4) Frequency

- a. The committee should meet monthly. This will allow for planned procurement workload and consolidation of purchase orders .
- b- A written record of these monthly meetings should be , maintained and copies provided to the SUD, committee members, supply officer, Supply Service Center, etc.

5-6.4T NEW STORES STOCK ITEM

- (1) In general, recurring use items that lend themselves to a storage and distribution system should be maintained in the Supply Service Center stores stock inventory system. This reduces the cupboard stock storage space requirements, provides for planned procurement, and establishes detail usage and cost records.
- (21) Drug items maintained in the stores stock inventory system must have been approved by the Service Unit and/or Area Pharmacy and Therapeutics Committee. Request for other items to be stocked should be approved by the Service Unit Supply Committee.
- (31) An item may be requested for inclusion into the stores stock inventory system at any time by the consumer, supply committee or pharmacy and therapeutics committee.
- (4) New Item Request form is to be used to request items to be added **to** the stores stock inventory system. This form is to be completed in accordance with Exhibit 5-6.10A(34) and forwarded to the Area Supply Service Center. A pending copy of the request should be maintained in a separate file for follow-up action and status.

5-6.4U QUALITY CONTROL COMPLAINTS

- (1) Procedures have been established for user to report any quality complaints on supplies to their Service Unit Property and Supply (See sub-section 5-6.3U for additional information.
- (2) Users are to report any complaints on the "Quality Complaint/Improvement Report Form", Exhibit 5-6.10A(57), to their Service Unit Property and Supply Office.
- (3) The Service Unit Property and Supply Officer is to verify with the user that the complaint/problem is valid. In some cases: the wrong product may have been provided to the user; the product is not being used for its intended purpose; or in-service training may be needed on how to properly use the product. The Service Unit Property and Supply Officer is to take the following action on valid complaints.

5-6.4U continued

- a. Stock items acquired from the Area Supply Service Center - Submit a Quality Complaint/Improvement Report Form, Exhibit 5-6.10A(57), to the Supply, Service Center, Attention: Quality Control Coordinator.
 - b. Direct issue items acquired from VA - Submit a Quality Improvement Report, SF-380, to the VA Marketing Center.
 - c. Direct issue items acquired from Perry Point - Submit a Quality Improvement Report, SF-380, to Director, Supply Service Center, Perry Point.
 - d. Direct issue Drugs, Medical Devices and laboratory Products, not covered in a-c above - Report problems to the USP Product Problem Reporting Program, 1-800-638-6725.
 - e. Other direct issue items - Contact the vendor sales representatives or the vendor's Quality Assurance Staff.
- (4) Users are to be notified of action taken to correct or resolve problems they report.

5-6.4V PRODUCT RECALL NOTICE

- (1) When a product recall notice is received from a vendor or Government agency, immediate action will be taken by supply personnel to inform the users, also Supply Service Center, and to secure all stock of the item that pertain to the recall notice.
- (2) Disposal of recalled products is to be in accordance with instructions provided in the recall notices and/or per instructions received from the Area Supply Service Center.
- (3) A file is to be maintained on all Product Recalls and action taken.

5-6.4W ORIENTATION/TRAINING

- (1) The Service Unit Director and/or Administrative Officer should schedule all new employees for orientation by the supply section. The importance of providing a new employee with proper orientation on the supply operation cannot be over emphasized.
- (2) Orientation
 - a. The Service Unit Property & Supply Officer is to develop an orientation package. The supply orientation package is to be presented to each new employee. The package should consist of:

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5-6.4W continued

- (1) Definitions of stores stock and direct issue supplies;
- (2) How to order direct issue items, justification required, funding approval required, and lead time required;
- (3) Procurement authority - who has procurement authority and the possible consequences of unauthorized procurement;
- (4)** How to order stores stock items use of Issue Books; HRS-413 - Off Schedule Issues, established issue and delivery schedules;
- (5) Procedures on requesting new stock items and changing current stock items; and
- (6) The orientation package should be expanded to include other functions that the supply officer/custodial officer may be responsible for. Such as, equipment, repair, service, forms, communications, quarters, security, etc.

(3) Training

- a. The Property and Supply Officer is to conduct a detail training session for service unit personnel that are directly involved in ordering and receiving supplies through the supply section. Each staff member should attend a training session at least annually.
- b. The training session should include:
 - (1) Proper use and preparation of the various forms used;
 - (2) Cupboard stock reviews, purpose and procedures;
 - (3) Consumer levels, how they are arrived at and their important use;
 - (4) The ill-effects of overstocking cupboard stock;
 - (5) The importance of advising supply personnel of any planned or initiated program changes;
 - (6) Stock outages, why they occur and how they are handled; and
 - (7) Other topics that pertain to the property and supply functions.

5-6.4X ADP SUPPLY REPORTS

- (1) The ADP Supply Reports are part of your accountable records. These reports/listings are to be used in the management and accountability of supplies. Sections 5-6.6 and 5-6.9 of this Chapter contains a sample and a detail write-up of each report.
- (2) The ADP Supply Reports are provided to the station on a weekly, monthly, quarterly, semi-annual, annual or as requested basis. These reports are to be reviewed in detail to ensure their accuracy and immediate corrective action taken on any errors found, processing of any missing documents, etc.
- (3) Report No. 10 - Monthly Voucher Summary Report
 - a. This report lists all acceptable documents processed during the accounting month in voucher number sequence. Report provides number items and value by voucher number and summary totals by General Ledger Account.
 - b. Check the entries on the voucher summary report against your voucher register to ensure that all entries, are accurate and all vouchers are accounted- for. Remember --- the Voucher Summary Report is your monthly bank statement and the voucher register is your check book --- they must be verified and balanced.
 - c. Examples of corrective action to be taken when there is a difference between the Property Voucher , Register, Form HRS-31, and Report No. 10, Monthly Voucher Summary Report.
 - (1) Missing Voucher - A voucher number assigned on the Property Voucher Register, HRS-31, is not listed on Report 10, Monthly Voucher Summary Report:
 - (a) Check to see if the voucher is listed on one of the weekly/monthly error reports. If so, re-process the error correction.
 - (b) Check to be sure that the document was not processed under another voucher number. If not, send a copy of the document to SSC and identify as a 'Missing Voucher for the month of _____', please process. If the document was processed under another voucher number, request SSC to reverse out the incorrect entries and reprocess under the correct voucher number.
 - (2) Direct issue line items and value as listed on the Property Voucher Register, HRS-31, does not match the number line. items and/or value on Report No. 10. Monthly Voucher Summary Report.

5-6.4X continued

- (a) If the totals on Report 10 are less than those listed on the Voucher Register, check the weekly error reports to see if any transaction(s) is listed for the voucher number. If so, re-process the error correction and check to see if the re-processing of the error correction will balance the totals between the Voucher Register and Voucher Summary. If not and if no error transaction(s) is found, compare the actual document against Report 10, Monthly Voucher Summary Report or Report No. 10A, to identify the error. Send a copy of the document to A-SSC identifying the item(s) that was not processed and request they be processed.
 - (b) If the totals on Report 10 are higher than those listed on the Voucher Register, compare the actual document against Report 10, Monthly Voucher Summary Report, or Report 10A to identify the error. Send a copy of the document to A-SSC identifying the item(s) processed in error and request they be reversed out.
 - d. Dispose of reports 5 years after close of fiscal year involved. (Transfer to Federal Records Center 3 years after close of fiscal year.)
- (5) Report No. 10A - Monthly Listing of Direct Issue Transactions
- a. This report provides a detail listing of all direct issue transactions in voucher number sequence.
 - b. This report should be reviewed each month and used to make any needed corrections.
 - c. Dispose of reports 2 years after fiscal year involved.
- (6) Report No. 15 - Monthly Cost Report
- a. This report provides current month and year-to-date values of direct issues and fuel oil by sub-station, user code, CAN and general ledger account.
 - b. This report should be reviewed with the Administrative Officer/Service Unit Director. Information contained on this report can be used to establish budgets by ordering activities, provide cost by user, identify high cost users, increased user cost, etc.

5-6.4X continued

- c. Dispose of report 2 years after close of fiscal year involved.

(7) Report No. 16 - Station Monthly Sub-Sub-Activity Report

- a. This report provides current month and year-to-date values of direct issues by &b-sub-activity and general ledger account.
- b. The report should be reviewed with the Administrative Officer/Service Unit Director. Information contained on this report can be used in the budget process and to identify cost by Sub-Sub-Activity.
- c. Dispose of reports 2 years after close of the fiscal year involved.

(8) Report No. 19 - Station Monthly Supply Summary Data By Account

- a. This report contains data on direct issue values, number documents processed and number line items processed.
- b. Dispose of reports 2 years after close of fiscal year involved.

(9) Report No. 24 - Supply Expiration Report

- a. This report lists those items that contain an expiration date of 4 months or less from the computer processing date. Report is in index number sequence by Drugs, Subsistence, and All Other.
- b. Review this report in detail against the physical cupboard stock on hand to see if any stock is on hand with the expiration date listed. If there is a quantity on hand, with the expiration date listed, will that quantity be used up prior to expiration? If there are quantities on hand that cannot be used prior to expiration, advise Supply Service Center of the items, expiration date, and quantity.

(10) Report No. 26 - Preprinted Issue Books

- a. This report provides a tailor made issue book for each requisitioner. Items will be listed in the issue book if there has been an issue to the user during the previous 12 months from the processing date of the books or if the item has a pre-determined user level. Separate books are provided for Drugs, Subsistence and All Other.

5-6.4X continued

An asterick under the U/I indicates the U/I has been changed within the past 12 months.

- b. Issue books printed August 15th will be for use during the period October-March by the requisitioner. Issue books printed February 15 will be for use during the period April-September by the requisitioner.
- c. The Preprinted Issue Books contain, description of item, index number, unit of issue, user level, unit cost of the item, previous 6 months total issue quantity, number of documents processed for the user in the past 6 months (is the number .of documents excessive), and prior year usage (PYU) of the item by ordering month.
- d. The requisitioner is to enter in black ink the quantity on hand (Q-OH) of the item and. the order quantity (ORDQ). The order quantity is the User Level minus the quantity on hand or else the PYU (prior year usage) minus the quantity on hand. The issue book should not be processed when the quantity on hand column is not completed as this is the key to arrive at a realistic order quantity. Unusual order quantities should be clarified with the requisitioner prior to the item being issued. Examples:
 - (1) The order quantity is 60, but the User Level is 20 and the quantity on hand is 15. Why are 60 being ordered? Based on actual figures, the order quantity would be 5.
 - (2) The order quantity is -zero (0), but the User Level is 40 and the quantity on hand is 10. Why is zero (0) being ordered? Based on actual figures, the order quantity would be 30.

(11) Report No. 26A - Cupboard Stock Bin Labels

- a. This report provides bin labels for the individual users cupboard stock storage area. The bin label contains the Index Number, Unit of Issue, User Level, Description of the item, Area Code, Station Code, Sub-Station Code and User Code.
- b. This report (bin labels) must be requested from Area Supply Service Center.

(12) Report No. 50 - Detail Usage Report by Sub-Station

- a. Report provides a 12-month break out of issue quantities by user.

5-6.4X continued

- b. Report can be used to compare usage of an item by each user and to identify the different users of the item.
- c. Report is provided by the Area Supply Service Center on a semi-annual or annual basis.

(13) Report No. 74 - Stores Stock Issues/Budget Analysis by Location

- a. Report provides information on your annual budget, allotment to date, stock issues, current fund balance, projected year end balance, by general ledger account and sub-sub-activity.
- b. Use this report to monitor the status of your supply budget for stock items.
- c. A copy of this report will be provided by the SSC each month.

(14) Report No. 77 - Analysis of Issues by Sub-Station

- a. Report provides information on scheduled and unscheduled stock issue requests, stock fill rates, stock back orders, direct issue documents/line items, value of stock issues and direct issues, by general ledger account.
- b. Use this report to identify any excessive off-schedule issue request and to monitor supply support being provided by the Area Supply Service Center.
- c. A copy of this report will be provided by the SSC each month.

S-6.4Y CUPBOARD STOCK REVIEWS

- (1) The Service Unit Property and Supply Officer is to conduct a quarterly review of each individual department/user supply operation. Two of the quarterly reviews are to be formal reviews and two informal reviews.
- (2) Purpose of these reviews is to identify any problems that the user may be having and to assist in resolving those problems; to improve coordination and cooperation between the user and the supply section; and to improve overall direct supply support to the using activity.
- (3) A review schedule is to be developed and published each September for the next fiscal year. Alternate quarters are to be used for the formal and informal reviews. Refer to Exhibit 5-6.10A(36) for a sample review schedule.

5-6.4Y continued

- (4) Informal Review: The informal review is a general walk thru of the cupboard storage area with the department supervisor and requires no formal documentation.
- (5) Formal Review: The formal review is a detail review of the cupboard storage area with the department supervisor and requires formal documentation. Exhibit 5-6.1OA(44), Department/Cupboard Stock Review Document, is to be used to document the formal reviews.

5-6.4Z SERVICE UNIT REVIEWS

- (1) An annual supply management review is to be conducted at each service unit. Purpose:
 - a. Determining compliance with prescribed policies, procedures and regulations.
 - b. Determining the need for additional guidance and/or training.
 - c. Identify need for changes in existing procedures and/or reports or need for additional procedures and/or reports.
 - d. Measure level of accomplishments to the IHS Service Unit Supply Standards as outlined in sub-section 5-6.2C of this Chapter.
 - e. Review staffing needs and utilization of present staff.
- (2) Service Unit Supply Management Review Document; Exhibit 5-6.1OA(39), will be used in conducting the reviews.
- (3) Service Unit reviews are to be done by the Area Supply Management Officer or his/her designee.

5-6.4AA SPACE PLANNING

- (1) The following information on supply space determination is taken from Health Facility Planning Manual, Volume I, Space Programming Criteria, 52.0 Central Stores.
- (2) Notes to the Programmer
 - a. The criteria for Central Stores is based on three variables: Projected Annual Inpatient Days, Projected Annual Outpatient Visits (include projected outpatient visits of outlying clinics that are supplied from the facility), and the Projected Annual Stock Turnover. Projected Inpatient Days and Projected Outpatient Visits are

5-6.4AA continued

used to estimate the area required to hold. stock supplies needed for one year. " It assumes 'the space would be used to store supplies- up to ,8-feet high.

- b. The Projected Annual Stock Turnover is a ratio of the quantity of supplies used per year to the quantity on hand. This ratio may vary from 1, which indicates a 12-month supply on hand to 12, which indicates a 1-month supply on hand. The location of the facility, supply availability, delivery schedules, etc., are factors affecting the Projected Annual Stock Turnover. The following are guidelines for the Projected Annual Stock Turnover.

- | | |
|---|------|
| (1) In a service area with a central warehouse | 6-12 |
| (2) Facility will be supplied by another service unit | 6-12 |
| (3) Facility not served, by central warehouse or another service unit, in 'metropolitan area | 3-4 |
| (4) Facility not served by central warehouse or another service unit', not in metropolitan area | 2-3 |
| (5) Alaska remote | 1-2 |

Cart Exchange System: Space For cart holding and dispatch should only be included if an exchange cart system for supplies is to be implemented. If an exchange cart system is not implemented the space allocated as cart holding and dispatch should be distributed to all departments as additional cupboard stock storage. This space should be added to the space allocated for that department.

(3) Application of Criteria

This criteria is appropriate for all IHS Health Centers, Basic Facilities, and Medical Centers.

(4) Workload Date

Necessary workload data is Annual Projected Inpatient Days and Annual Projected Outpatient Visits.

(5) Projected Annual Storage

.Inpat ient Days X 0.285* = Inpatient Storage

Outpatient Visits X 0.2* = Outpatient Storage

5-6.4AA continued

,Inpatient Storage plus Outpatient Storage equals Projected Annual Storage.

*Ratio of workload to annual storage.

(6) Space Allocation Criteriaa. Receiving/Issue Area

| Projected Annual Storage | Room | Total |
|-----------------------------|---------|-------|
| 1 - 5,000 | 1 @ 100 | 100 |
| 5,001 - 8,000 | 1 @ 140 | 140 |
| 8,001 - 12,000 | 1 @ 180 | 180 |
| 12,001 - 16,000 | 1 @ 220 | 220 |
| 16,001 - 20,000 | 1 @ 260 | 260 |
| 20,001 - 25,000 | 1 @ 300 | 300 |
| 25,001 - 30,000 | 1 @ 340 | 340 |
| 30,001 - 35,000 | 1 @ 380 | 380 |
| 35,001 - 40,000 | 1 @ 420 | 420 |

b. Bulk Stores

(1) If Projected Annual Stock Turnover is 6.0 - 12.0

| Projected Annual Storage | Room | Total |
|-----------------------------|-----------|-------|
| 1 - 5,000 | 1 @ 1,000 | 1,000 |
| 5,001 - 8,000 | 1 @ 1,600 | 1,600 |
| 8,001 - 11,000 | 1 @ 2,100 | 2,100 |
| 11,001 - 14,000 | 1 @ 2,600 | 2,600 |
| 14,001 - 17,000 | 1 @ 3,000 | 3,000 |
| 17,001 - 20,000 | 1 @ 3,350 | 3,350 |
| 20,001 - 23,000 | 1 @ 3,800 | 3,800 |
| 23,001 - 26,000 | 1 @ 4,300 | 4,300 |
| 26,001 - 29,000 | 1 @ 4,800 | 4,800 |
| 29,001 - 32,000 | 1 @ 5,300 | 5,300 |
| 32,001 - 35,000 | 1 @ 5,800 | 5,800 |

(2) If Projected Annual Stock Turnover is 3.0. - 3.9

| Projected Annual Storage | Room | Total |
|-----------------------------|-----------|-------|
| 1 - 5,000 | 1 @ 1,700 | 1,700 |
| 5,001 - 8,000 | 1 @ 2,750 | 2,750 |

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5-6.4AA continued

| | | | |
|-----------------|-----|-------|-------|
| 8,001 - 11,000 | 1 @ | 3,600 | 3,600 |
| 11,001 - 14,000 | 1 @ | 4,400 | 4,400 |
| 14,001 - 17,000 | 1 @ | 5,100 | 5,100 |
| 17,001 - 20,000 | 1 @ | 5,750 | 5,750 |
| 20,001 - 23,000 | 1 @ | 6,400 | 6,400 |
| 23,001 - 26,000 | 1 @ | 7,050 | 7,050 |
| 26,001 - 29,000 | 1 @ | 7,650 | 7,650 |
| 29,001 - 32,000 | 1 @ | 8,200 | 8,200 |
| 32,001 - 35,000 | 1 @ | 8,700 | 8,700 |

(3) If Projected Annual Stock Turnover is 2.0 - 2.9

| Projected Annual Storage | Room | Total |
|--------------------------|------------|--------|
| 1 - 5,000 | 1 @ 2,000 | 2,000 |
| 5,001 - 8,000 | 1 @ 3,200 | 3,200 |
| 8,001 - 11,000 | 1 @ 4,400 | 4,400 |
| 11,001 - 14,000 | 1 @ 5,600 | 5,600 |
| 14,001 - 17,000 | 1 @ 6,800 | 6,800 |
| 17,001 - 20,000 | 1 @ 8,000 | 8,000 |
| 20,001 - 23,000 | 1 @ 9,000 | 9,000 |
| 23,001 - 26,000 | 1 @ 9,900 | 9,900 |
| 26,001 - 29,000 | 1 @ 10,700 | 10,700 |
| 29,001 - 32,000 | 1 @ 11,400 | 11,400 |
| 32,001 - 35,000 | 1 @ 12,000 | 12,000 |

(4) If Projected Annual Stock Turnover is 1.0 - 1.9

| Projected Annual Storage | Room | Total |
|--------------------------|------------|--------|
| 1 - 5,000 | 1 @ 3,350 | 3,350 |
| 5,001 - 8,000 | 1 @ 5,350 | 5,350 |
| 8,001 - 11,000 | 1 @ 7,350 | 7,350 |
| 11,001 - 14,000 | 1 @ 9,350 | 9,350 |
| 14,001 - 17,000 | 1 @ 11,350 | 11,350 |
| 17,001 - 20,000 | 1 @ 13,350 | 13,350 |
| 20,001 - 23,000 | 1 @ 15,000 | 15,000 |
| 23,001 - 26,000 | 1 @ 16,500 | 16,500 |
| 26,001 - 29,000 | 1 @ 17,800 | 17,800 |
| 29,001 - 32,000 | 1 @ 19,000 | 19,000 |
| 32,001 - 35,000 | 1 @ 20,100 | 20,100 |

5-6.4NAA continued

c. Cart Holding and Dispatch

This area to be provided only if an exchange cart system of supply management is implemented. If an exchange cart system is not implemented, this space should be distributed to storage area in departments served.

| Projected Annual Storage | Room | Total |
|-----------------------------|---------|-------|
| 5,001 - 8,000 | 1 @ 250 | 250 |
| 8,001 - 11,000 | 1 @ 300 | 300 |
| 11,001 - 14,000 | 1 @ 350 | 350 |
| 14,001 - 17,000 | 1 @ 400 | 400 |
| 17,001 - 20,000 | 1 @ 450 | 450 |
| 20,001 - 23,000 | 1 @ 500 | 500 |
| 23,001 - 26,000 | 1 @ 550 | 550 |
| 26,001 - 29,000 | 1 @ 600 | 600 |
| 29,001 - 32,000 | 1 @ 650 | 650 |
| 32,001 - 35,000 | 1 @ 700 | 700 |

d. Central Equipment Storage

This is a property management function, not for current use equipment.

| Projected Annual Storage | Room | Total |
|-----------------------------|---------|-------|
| 1 - 5,000 | 1 @ 100 | 100 |
| 5,001 - 10,000 | 1 @ 140 | 140 |
| 10,001 - 15,000 | 1 @ 180 | 180 |
| 15,001 - 20,000 | 1 @ 220 | 220 |
| 20,001 - 25,000 | 1 @ 260 | 260 |
| 25,001 - 30,000 | 1 @ 300 | 300 |
| 30,001 - 35,000 | 1 @ 340 | 340 |
| 35,001 - 40,000 | 1 @ 380 | 380 |

e. Refrigerated Storage

(1) If Projected Annual Stock Turnover is 6.0 - 12.0

| Projected Annual Storage | Room | Total |
|-----------------------------|--------------|-------|
| 1 - 20,000 | Not Required | |
| 20,001 - 35,000 | 1 @ 90 | 90 |

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SUPPLY MANAGEMENT - CEWRAL OPERATIONS**

5-6.4AA continued

(2) If Projected Annual Stock TurnOver is 3.0 - 5.9

| Projected Annual Storage | R o o m | Total |
|-----------------------------|--------------|-------|
| 1 - 15,000 | Not Required | |
| 15,001 - 25,000 | 1 @ 90 | 90 |
| 25,001 - 35,000 | 1 @ 120 | 120 |

(3) If Projected Annual Stock Turnover is 2.0 - 2.9

| Projected Annual Storage | R o o m | Total |
|-----------------------------|--------------|-------|
| 1 - 10,000 | Not Required | |
| 10,001 - 20,000 | 1 @ 90 | 90 |
| 20,001 - 30,000 | 1 @ 120 | 120 |
| 30,001 - 35,000 | 1 @ 150 | 150 |

(4) If Projected annual Stock Turnover is 1.0 - 1.9

| Projected Annual Storage | Room | Total |
|-----------------------------|--------------|-------|
| 1 - 5,000 | Not Required | |
| 5,001 - 15,000 | 1 @ 90 | 90 |
| 15,001 - 25,000 | 1 @ 120 | 120 |
| 25,001 - 35,000 | 1 @ 150 | 150 |

f. Forms Storage

| Projected Annual Storage | Room | Total |
|-----------------------------|---------|-------|
| 1 - 10,000 | 1 @ 100 | 100 |
| 10,001 - 25,000 | 1 @ 140 | 140 |
| 25,001 - 35,000 | 1 @ 180 | 180 |

80 Security Storage

| Projected Annual Storage | Room | Total |
|-----------------------------|---------|-------|
| 1 - 10,000 | 1@ 40 | 40 |
| 10,001 - 20,000 | 1@ 80 | 80 |
| 20,001 - 35,000 | 1 @ 120 | 120 |

5-6.4AA continued

h. Flammable Storage

(1) If Projected Annual Stock Turnover is 6.0 - 12.0

| Projected Annual Storage | Room | Total |
|-----------------------------|--------|-------|
| 1 - 10,000 | 1@ 40 | 40 |
| 10,001 - 20,000 | 1 @ 60 | 60 |
| 20,001 - 35,000 | 1@ 80 | 80 |

(2) If Projected Annual Stock Turnover is 1.0 - 5.9

| Projected Annual Storage | Room | Total |
|-----------------------------|----------|-------|
| 1 - 10,000 | 60 | 60 |
| 20,001 - 35,000 | 1 @ 120- | 120 |

1. Medical Gas Storage

For replacement cylinder exchange

| Projected Annual Storage | Room | Total |
|-----------------------------|-------|-------|
| 1 - 26,000 | 2@ 30 | 60 |
| 26,001 - 52,000 | 2@ 40 | 80 |
| 52,001 - 65,000 | 2@ 50 | 100 |

5 Office Space

| | Room | Total |
|-------------------------------|---------|-------|
| Supply Officer | 1 @ 100 | 100 |
| Procurement Officer/ Agent | 1 @ 100 | 100 |
| Clerical Staff | | |
| 1 Position | 1 @ 100 | 100 |
| 2 Positions | 1@ 160 | 160 |
| 3 Positions | 1 @ 240 | 240 |
| 4 Positions | 1 @ 320 | 320 |

(7) Example of Space Programminga. Program Assumptions

| | |
|----------------------------------|----------|
| Projected Annual, Inpatient Days | - 8,750 |
| Projected Annual Outpatient Days | - 45,000 |

5-6.4AA continued

Projected. Annual Storage - 11,494
 (IPD 8,750 X 0.285 = 2,494)
 (OPV 45,000 x 0.2 = 9,000)

Projected Annual Stock Turnover 2-3
 (Facility not served by central
 warehouse or another service unit,
 not in metropolitan area.)

b. Space Requirements Summary

Applying the Projected Annual Storage of 11,494 and the Projected Annual Stock Turnover of 2-3 to the Space Allocation Criteria, following is a summary of the space requirements.

| | | | |
|--------|---------------------------|-----------------|--------------|
| 6a. | Receiving/Issue | Room 1 @ 180 | Total 180 |
| 6c. | Cart Holding and Dispatch | Not Used | |
| 6d. | Central Equipment Storage | 1@ 180 | 180 |
| 6e(3). | Refrigerated Storage | 1 @ 90 | 90 |
| 6f. | Forms Storage | 1 @ 140 | 140 |
| 6g | Security Storage | 1@ 80 | 80 |
| 6h(2). | Flammable Storage | 90 | 90 |
| 6i. | Medical Gas Storage | 2@ 30 | 60 |
| 6j. | Off ice Space | | |
| | Supply Officer | 1 @ 100 | 100 |
| | Procurement Agent | 1 @ 100 | 100 |
| | Clerical. Staff (3) | 1 @ 240 | 240 |
| | Total Space Required | | 6,860 |

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| | <u>SUB SECTION</u> |
|--|--------------------|
| Area and Station Codes/Names, and Facility Contact Personnel ----- | 5-6. 5B |
| Budgets, Allotments/Adjustments - - - - - | 5-6.5L |
| Category Group Codes ----- | 5-6.5H |
| Data Input Locations ----- | 5-6.5A |
| Direct Issue Account and Object-Subobject Codes - - - - - | 5-6.5E |
| EOQ Tables ----- | 5-6.5I |
| EOQ Type Codes ----- | 5-6.5G |
| Program Codes/Names ----- | 5-6.5M |
| Requisitioner Files/Names ----- | 5-6.5K |
| Source of Supply Codes ----- | 5-6. 5F |
| Storage Location Codes ----- | S-6.5J |
| Stores Stock Account and Object-Subobject Codes - - - - - | 5-6.5D |
| Supply Budgets ----- | 5-6.5L |
| Supply Transaction Codes ----- | 5-6. 5C |

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CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5 ADP LOOK-UP TABLES/PROCESSING CODES

THE EFFICIENT AND ACCURATE SUPPLY ACCOUNTING SYSTEM DEVELOPED THROUGH THE USE OF COMPUTER PROCESSING IS ENTIRELY DEPENDENT UPON CODES USED TO COMMUNICATE WITH THE COMPUTER. THE MISUSE OR MISINTERPRETATION OF THESE CODES WILL RESULT IN ERRORS AND INACCURATE REPORTS.

CODES IDENTIFY THE VARIOUS TYPES OF ACTION WE WANT TAKEN AND ARE THE SIGNAL TO THE COMPUTER TO CARRY OUT THOSE ACTIONS. CODES ARE USED IN LIEU OF DETAILED DESCRIPTIVE INFORMATION. PERSONNEL INVOLVED IN SUPPLY MANAGEMENT ACTIVITIES MUST HAVE A COMPLETE UNDERSTANDING AS TO WHAT THE CODES ARE; WHEN TO USE THEM; HOW TO USE THEM; WHERE TO USE THEM; AND WHAT THE CODES MEAN TO THE COMPUTER.

EACH SUPPLY CENTER IS RESPONSIBLE FOR MAINTAINING THESE LOOK-UP TABLES IN A CURRENT STATUS AT ALL TIMES AND FOR ADVISING HEADQUARTERS SUPPLY BRANCH OF ANY CHANGES THAT NEED TO BE MADE TO APPROPRIATE TABLES.

S-6.5A LOOK-UP TABLE No. 0 - DATA INPUT LOCATIONS

| <u>INPUT LOCATION</u> | <u>ACCEPT AREA(s)</u> |
|-----------------------|--|
| AIASKA | 59-ALASKA AREA |
| NAVAJO | 54 - NAVAJO AREA |
| OKLAHOM4 | 50 - OKLAHOMA CITY AREA 51 - NASHVILLE PROGRAM OFFICE |
| PORTLAND | 64 - PORTLAND AREA |

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CHAPTER 6
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5-6.5B LOOK-UP TABLE NO. 1 - AREA AND STATION CODE/NAMES - CONTACT PERSONNEL

(1) ABERDEEN AREA - CODE 45

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USERLEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE FTS</u> | <u>NUMBERS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|-----------------------------|-----------------------------------|--------------------------|-------------------------------|
| 01 - RAPID CITY | 01 | SS & DI | 1.0 | VIVIAN GULLIKSON | 782-9215 | 605-348-1900 |
| 05 - BELCOURT | 01 | SS & DI | 1.0 | YVONNE LINDGREN | | 701-477-6111 |
| 07 - EAGLE BUTTE | 01 | SS & DI | 1.0 | VERNA LECOMPTE | | 605-964-2811 |
| 08 - FT. YATES | 01 | SS & DI | 1.0 | SONJAKEENER | | 701-854-3460 |
| 09 - PINE RIDGE | 01 | SS & DI | 1.0 | DELMAR BREWER | | 605-867-5131 |
| 11 - ROSEBUD | 01 | SS & DI | 1.0 | MELVIN ROUBIBEAU | | 605-747-2231 |
| 12 - SISSETON | 01 | SS & DI | 1.0 | MELVIN ROBERTSON | | 605-698-7606 |
| 13 - WAGNER | 01 | SS & DI | 1.0 | DARLENE WILLIAMSON | | 605-384-3621 |
| 14 - WINNEBAGO | 01 | SS & DI | 1.0 | LINDA NIEMAN | | 402-878-2231 |
| 21 - FORT TOTTEN | NA | DI ONLY | N/A | | | |
| 22 - NEW TOWN | NA | DI ONLY | N/A | | | |
| 30 - ABERDEEN AO | 01 | SS & DI | 1.0 | | 782-7312 | |
| 36 - FT. THOMPSON | NA | DI ONLY | N/A | | | |
| 38 - MCLAUGHLIN | NA | DI ONLY | N/A | | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |

(2) ALASKA AREA - CODE 59

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USERLEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE FTS</u> | <u>NUMBERS COMMERCIAL</u> |
|--------------------------|----------------------|-----------------------------|-----------------------------|-----------------------------------|--------------------------|-------------------------------|
| 01 - MT EDGE CUMBE HOSP | NA | DI ONLY | N/A | | | |
| 02 - ANCHORAGE MC | NA | DI ONLY | N/A | | | |
| 04 - YUKON KUSH-DELTA SU | NA | DI ONLY | N/A | | | |
| 05 - BARROW HOSPITAL | NA | DI ONLY | N/A | | | |
| 06 - BETHEL HOSP | NA | DI ONLY | N/A | | | |
| 07 - KANAKANAK HOSPITAL | NA | DI ONLY | N/A | | | |
| 08 - KOTZEBUE HOSP | NA | DI ONLY | N/A | | | |
| 09 - TANANA HOSPITAL | NA | DI ONLY | N / A | | | |

5-6.5B continued

| AREA/STATION | EOQ TABLE | TYPE OF SUPPLIES | USER LEVEL MONTHS | STATION CONTACT PERSON | TELEPHONE FTS | NUMBERS COMMERCIAL |
|-------------------------|--------------|---------------------|----------------------|---------------------------|------------------|-----------------------|
| 13 - FAIRBANKS | NA | DI ONLY | N/A | | | |
| 31 - ANNETTE ISLAND | NA | DI ONLY | N/A | | | |
| 37 - CENTRAL WAREHOUSE | 01 | SS & DI | 1.5 | HAROLD SQUARTSOFF | | 907-265-9417 |
| 65 - KANAKANAK CONTRACT | NA | DI ONLY | N/A | | | |
| 74 - FAIRBANKS CONTRACT | NA | DI ONLY | N/A | | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |

(3) ALBUQUERQUE AREA - CODE 53

| AREA/STATION | EOQ TABLE | TYPE OF SUPPLIES | USER LEVEL MONTHS | STATION CONTACT PERSON | TELEPHONE FTS | NUMBERS COMMERCIAL |
|-----------------------|--------------|---------------------|----------------------|---------------------------|------------------|-----------------------|
| 01 - ALBUQUERQUE | 01 | SS & DI | 1.0 | HERMAN SUINA | 474-3213 | 505-766-3213 |
| 04 - ACOMA/CAN/LAGUNA | 01 | SS & DI | 1.0 | WILLIAM REED | | 505-552-6634 |
| 05 - MESCALERO | 01 | SS & DI | 1.0 | JAMES PARKER | | 505-671-4441 |
| 06 - SANTA FE | 01 | SS & DI | 1.0 | LEONARD MONTOYA | 476-7250 | 505-988-9812 |
| 07 - ZUNI | 01 | SS & DI | 1.0 | WAYNE LAHI | | 505-782-4431 |
| 08 - SOUTHERN UTE SU | 01 | SS & DI | 1.0 | JOHNSON TAYLOR | | 303-563-9443 |
| 20 - AREA OFFICE | NA | DI ONLY | N/A | | | |
| 21 - ALBUQ AREA WHSE | NA | DI ONLY | N/A | | | |
| 29 - S.I.P I. | 01 | SS & DI | 1.0 | ORIN GRINNEL | 474-3349 | 505-766-3349 |
| SO - PRINCETON WHSE | 01 | SS & DI | 1.0 | MARIE CATA | 474-7826 | 505-883-7826 |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |

(4) BEMIDJI PROGRAM AREA - CODE 46

| AREA/STATION | EOQ TABLE | TYPE OF SUPPLIES | USER LEVEL MONTHS | STATION CONTACT PERSON | TELEPHONE FTS | NUMBERS COMMERCIAL |
|---------------|--------------|---------------------|----------------------|---------------------------|------------------|-----------------------|
| 06 - CASSLAKE | 01 | SS & DI | 1.0 | WALLY HUMPHERY | | 218-335-2293 |

CHAPTER 6
SUPPLY MANAGEMENT

5-6.5B continued

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USERLEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|-----------------------------|-----------------------------------|--|
| 10 - RED LAKE | 01 | SS & DI | 1.0 | SHIRLEY MAXWELL | 218-679-3912 |
| 50 - BEMIDJI PO | NA | DI ONLY | N/A | | |
| 60 - WHITE EARTH | NA | DI ONLY | N/A | | |
| 62 - KINCHELOE | NA | DI ONLY | N/A | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

(51 BILLINGS AREA - CODE 47

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USERLEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|----------------------------|----------------------|-----------------------------|-----------------------------|-----------------------------------|--|
| 01 - BROWNING | 01 | SS & DI | 1.0 | JUNE OLLINGER | 406-338-6135 |
| 02 - CROW AGENCY | 01 | SS & DI | 1.0 | GARY TEN BEAR | 406-638-2626 |
| 03 - FT. BELKNAP | 01 | SS & DI | 1.0 | FRANK AZURE | 406-353-2278 |
| 04 - POPLAR | 01 | SS & DI | 1.0 | JOHN MORSETTE | 406-768-3491 |
| 05 - ST. IGNATIUS | NA | DI ONLY | N/A | | |
| 06 - LAME DEER | 01 | SS & DI | 1.0 | LLOYD YELLOWROBE | 406-477-6201 |
| 07 - BOX ELDER (ROCKY BOY) | 01 | SS & DI | 1.0 | JOE EXENDINE | 406-395-4486 |
| 08 - FT. WASHAKIE | 01 | SS & DI | 1.0 | DONNA LOZIER | 307-255-8200 |
| 09 - BRIGHAM CITY | NA | DI ONLY | N/A | | |
| 10 - BILLINGS AO | NA | DI ONLY | N/A | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

(6) NASHVILLE PROGRAM AREA - CODE 51

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USERLEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|------------------------|----------------------|-----------------------------|-----------------------------|-----------------------------------|--|
| 02 - CHEROKEE HOSP | 01 | SS & DI | 1.0 | GEORGE ARNEACH | -704-497-9163 |
| 51 - PHILADELPHIA HOSP | NA | DI ONLY | N/A | | |

MANAGEMENT SERVICES

CHAPTER 6
SUPPLY MANAGEMENT

5-6.5B continued

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE FTS</u> | <u>NUMBERS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------|-------------------------------|
| 84 - HOLLYWOOD | NA | DI ONLY | N/A | | | |
| 85 - NASHVILLE PO | NA | DI ONLY | N/A | | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |

(7) NAVAJO AREA - CODE 54

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE FTS</u> | <u>NUMBERS COMMERCIAL</u> |
|-------------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------|-------------------------------|
| 20 - GALLUP MED CTR | NA | DI ONLY | N/A | | | |
| 15 - FORT DEFIANCE | NA | DI ONLY | N/A | | | |
| 06 - TSAILE HC | NA | DI ONLY | N/A | | | |
| 13 - CROWNPOINT | NA | DI ONLY | N/A | | | |
| 30 - SHIPROCK | NA | DI ONLY | N/A | | | |
| 34 - TUBA CITY | NA | DI ONLY | N/A | | | |
| 39 - WINSLOW | NA | DI ONLY | N/A | | | |
| 29 - INSCRIPTION HOUSE | NA | DI ONLY | N/A | | | |
| 02 - WINDOW ROCK AO | NA | DI ONLY | N/A | | | |
| 07 - CHINLE | NA | DI ONLY | N/A | | | |
| 25 - KAYENTA | NA | DI ONLY | N/A | | | |
| 44 - DZILTH HEALTH CTR | NA | DI ONLY | N/A | | | |
| 45 - SUPPLY SERVICE CTR | 08 | SS & DI | 1.5 | GENEVIEVESAUCEO | 571-1578 | 505-722-1578 |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |

(8) OKLAHOMA CITY AREA - CODE 50

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE FTS</u> | <u>NUMBERS COMMERCIAL</u> |
|---------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------|-------------------------------|
| 01 - ADA HOSPITAL | NA | DI ONLY | N/A | | | |
| 02 - TISHOMINGO | NA | DI ONLY | N/A | | | |
| 03 - WEWOKA | NA | DI ONLY | N/A | | | |

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CHAPTER 6
SUPPLY MANAGEMENT

5-6.5B continued

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS</u> | |
|-------------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------|-------------------|
| | | | | | <u>FTS</u> | <u>COMMERCIAL</u> |
| 05 - SUPPLY SERVICE CTR | 08 | SS & DI | 1.5 | WAYNE LOVIN | 736-5522 | 405-436-5000 |
| 10 - OKLAHOMA CITY AO | NA | DI ONLY | N/A | | | |
| 11 - CLAREMORE | NA | DI ONLY | N/A | | | |
| 21 - CLINTON | NA | DI ONLY | N/A | | | |
| 31 - LAWTON | NA | DI ONLY | N/A | | | |
| 41 - PAWNEE | NA | DI ONLY | N/A | LLOYD JAMES | 736-2172 | 918-657-2211 |
| 61 - TAHLEQUAH | NA | DI ONLY | N/A | | | |
| 71 - TALIHINA | NA | DI ONLY | N/A | | | |
| 86 - HASKELL, KS | NA | DI ONLY | N/A | | | |
| 87 - HOLTON KAN | NA | DI ONLY | N/A | | | |
| 91 - SHAWNEE | NA | DI ONLY | N/A | | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | | |
| 75 - CENTRAL FORMS | 01 | SS & DI | 1.5 | | | |
| 08 - OKLAHOMA AREA WIDE | NA | DI ONLY | N/A | | | |
| 09 - BIO-MED | NA | DI ONLY | N/A | | | |

(9) PHOENIX AREA - CODE 40

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS</u> | |
|----------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------|-------------------|
| | | | | | <u>FTS</u> | <u>COMMERCIAL</u> |
| 02 - PHOENIX MED CTR | 01 | SS & DI | 1.0 | CAROL LESLIE | 762-1591 | 602-263-1591 |
| 05 - KEAMS CANYON | 03 | SS & DI | 1.0 | EMMETTALAYUMTEWA | | 602-738-2211 |
| 06 - OWYHEE, NEVADA | 01 | SS & DI | 1.0 | JESSEPASHANO | 470-5541 | 702-757-2415 |
| 07 - PARKER | 01 | SS & DI | 1.0 | RON PARKER | | 602-669-2137 |
| 08 - SACATON | 01 | SS & DI | 1.0 | WARDDECORA | | 602-562-3321 |
| 09 - SAN CARLOS | 01 | SS & DI | 1.0 | ELY SMITH | | 602-475-2381 |
| 10 - SCHURZ NEV | 01 | SS & DI | 1.0 | VICTOR WILLIAMS | 764-6572 | 602-338-4911 |
| 12 - WHITERIVER | 01 | SS & DI | 1.0 | WESMALONE | | |
| 13 - FT. YUMA | 01 | SS & DI | 1.0 | CLAUDE MIQUEL | | |
| 21 - FT. DUCHESNE | NA | DI ONLY | N/A | | | |

CHAPTER 6
SUPPLYMANAGEMENT

5-6.5B continued

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|---|
| 22 - PEACH SPRINGS | NA | DI ONLY | N/A | | |
| 40 - AREA OFFICE | NA | DI ONLY | N/A | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

(10) PORTLAND AREA - CODE 64

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER-LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|-------------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|---|
| 49 - CENTRAL SUPPLY CTR | 01 | SS & DI | 1.5 | JIM ANDERSON | 423-3527 503-221-3527 |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

(11) SACRAMENTO PROGRAM AREA - CODE 41

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|---|
| 36 - FT. McARTHUR | NA | DI ONLY | N/A | | |
| 51 - SACRAMENTO | NA | DI ONLY | N/A | | |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

(12) TUCSON PROGRAM AREA - CODE 42

| <u>AREA/STATION</u> | <u>EOQ TABLE</u> | <u>TYPE OF SUPPLIES</u> | <u>USER LEVEL MONTHS</u> | <u>STATION CONTACT PERSON</u> | <u>TELEPHONE NUMBERS FTS COMMERCIAL</u> |
|-----------------------|----------------------|-----------------------------|------------------------------|-----------------------------------|---|
| 01 - TUCSON | NA | DI ONLY | N/A | | |
| 03 - DESERT WILLOW | NA | DI ONLY | N/A | | |
| 11 - SELLS | 01 | SS & DI | 1.0 | R. S. TEWANGOITewa | 261-7254 602-383-7254 |
| PL - OEH 121 PROJECTS | NA | DI ONLY | N/A | | |

5-6.5C LOOK-UP TABLE NO. 2 - SUPPLY TRANSACTION CODES

| INPUT CODE | REVERSAL CODE | INPUT CODE | REVERSAL CODE |
|---|------------------|--|------------------|
| <u>DIRECT ISSUE TRANSACTION</u> | | <u>DUE IN (STORES STOCK) TRANSACTION</u> | |
| 02 RECEIPT OF PURCHASED SUPPLIES | OK | 12 DUE IN OF PURCHASED SUPPLIES | 1K |
| 04 RECEIPT OF UNREQUIRED SUPPLIES* | OM | 14 DUE IN OF UNREQUIRED SUPPLIES | 1M |
| 05 RECEIPT OF DONATED SUPPLIES | ON | 15 DUE IN OF DONATED SUPPLIES | 1N |
| 06 RECEIPT OF EXCESS SUPPLIES** | 00 | 16 DUE IN OF EXCESS SUPPLIES | 10 |
| <u>STORES STOCK RECEIPT TRANSACTION</u> | | <u>STORES STOCK ISSUE TRANSACTION</u> | |
| 22 RECEIPT OF PURCHASED SUPPLIES | 2K | 31 BACK ORDER ISSUE/RELEASE | 3J |
| 24 RECEIPT OF UNREQUIRED SUPPLIES* | 2M | 32 ROUTINE REPLENISHMENT ISSUE | 3K |
| 25 RECEIPT OF DONATED SUPPLIES | 2N | 33 NON-REPLENISHMENT ISSUE | 3L |
| 26 RECEIPT OF EXCESS SUPPLIES** | 20 | 34 TRANSFER OF UNREQUIRED SUPPLIES | 3M |
| 27 DEBIT INVENTORY ADJUSTMENT | 2P | 36 TRANSFER OF EXCESS SUPPLIES | 30 |
| | | 37 CREDIT OF INVENTORY ADJUSTMENT | 3P |
| <u>AREA MASTER RECORD TRANSACTION</u> | | <u>STATION MASTERER RECORD TRANSACTION</u> | |
| 4A ADD/ESTABLISH AREA NEW ITEM | NONE | SA ADD/ESTABLISH STATION NEW ITEM | NONE |
| 4C CHANGE OF NONRESTRICTED DATA | NONE | SB ESTABLISH/CHANGE/DELETE | |
| 4D DELETE AREA MASTER RECORD | NON-E | ISSUE BOOK USER LEVEL | NONE |
| | | SC CHANGE OF NONRESTRICTED DATA | NONE |
| | | SD DELETE STATION MASTER RECORD | NONE |

INPUT TRANSACTION MUST CONTAIN ONE OF THE ABOVE CODES.

*USE SOURCE CODE J WITH THESE TRANSACTIONS.

**USE SOURCE CODE L WITH THESE TRANSACTIONS.

MANAGEMENT SERVICES (PART 5)

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5D LOOK-UP TABLE NO. 3 - SORES STOCK ACCOUNT CODES AND THEIR RELATED OBJECT/SUBJECT CODES

| <u>G.L.</u> <u>ACCOUNT</u> | <u>ADP</u> <u>CODE</u> | <u>RELATED OBJECT/SUBJECT CODES</u> |
|-------------------------------|---------------------------|---|
| 125.1 | 1 | 26.21 DRUGS, MEDICINES , VACCINES AND PHARMACY BOTTLES 26.28 BLOOD AND BLOOD PRODUCTS |
| 125.2 | 2 | 26.4A MEDICAL, SURGICAL 26.4D DENTAL SUPPLIES, INCLUDING DENTAL FILM 26.4G PROSTHETIC AND ORTHOPEDIC 26.4K HEARING AIDS 26.4N GENERAL HOSPITAL LINEN AND MEDICAL PERSONAL CLOTHES 26.41 X-RAY AND PHOTOGRAPHIC, INCLUDING FILM 26.46 RENAL DIALYSIS SUPPLIES |
| 125.3 | 3 | 26.71 SUBSISTENCE |
| 125.4 | 4 | 26.5A LABORATORY SUPPLIES, INCLUDING CHEMICALS, GLASSWARE, ETC. 26.50 LABORATORY QUALITY CONTROL ITEMS/SUPPLIES |
| 125.5 | S | 26.7A ADPE SUPPLIES 26.7L OFFICE AND ADMINISTRATIVE SUPPLIES 26.7B TELECOMMUNICATION |
| 125.9 | 9 | 26.9A KITCHEN AND DIETETIC, EXCLUDING SUBSISTENCE 26.9D PATIENT CLOTHES 26.9E UNIFORMS FOR NON-MEDICAL PERSONNEL 26.9G SUPPLIES FOR BUILDINGS & GROUNDS MAINTENANCE 26.9H FUEL FOR HEATING BUILDINGS 26.95 HOUSEKEEPING AND JANITORIAL SUPPLIES 26.9X LAUNDRY SUPPLIES 26.92 ALL OTHER 26.9R Insecticides and Rodenticides |

MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5E LOOK-UP TABLE NO. 4 - DIRECT ISSUE ACCOUNT CODES AND THEIR RELATED OBJECT/SUBOBJECT CODES

| <u>G.L. ACCOUNT</u> | <u>ADP CODE</u> | <u>RELATED OBJECT/SUBOBJECT CODES</u> | |
|-------------------------|---------------------|---------------------------------------|---|
| 125.1 | 1 | 26.11 | DRUGS, MEDICINES, VACCINES AND PHARMACY BOTTLES |
| | | 26.18 | BLOOD AND BLOOD PRODUCTS |
| 125.2 | 2 | 26.3A | MEDICAL, SURGICAL |
| | | 26.3D | DENTAL SUPPLIES, INCLUDING DENTAL X-RAY FILM |
| | | 26.36 | PROSTHETIC AND ORTHOPEDIC |
| | | 26.3K | EYE GLASSES |
| | | 26.3L | HEARING AIDS |
| | | 26.3N | GENERAL HOSPITAL LINEN AND MEDICAL PERSONNEL CLOTHES |
| | | 26.3I | X-RAY AND PHOTOGRAPHIC, INCLUDING FILM |
| | | 26.3H | RENAL DIALYSIS SUPPLIES |
| 125.3 | 3 | 26.61 | SUBSISTENCE |
| 125.4 | 4 | 26.51 | LABORATORY SUPPLIES, INCLUDING CHEMICALS, GLASSWARE, ETC. |
| | | 26.52 | LABORATORY QUALITY CONTROL ITEMS/SUPPLIES |
| 125.5 | 5 | 26.6A | ADPE SUPPLIES |
| | | 26.6L | OFFICE AND ADMINISTRATIVE SUPPLIES |
| | | 26.6M | SUBSCRIPTIONS, PAMPHLETS AND DOCUMENTS |
| | | 26.6W | EDUCATIONAL/TRAINING SUPPLIES |
| | | 26.6B | TELECOMMUNICATION |
| 125.9 | 9 | 26.8A | KITCHEN AND DIETETIC, EXCLUDING SUBSISTENCE |
| | | 26.8D | PATIENT CLOTHES |
| | | 26.8E | UNIFORMS FOR NON-MEDICAL PERSONNEL |
| | | 26.8G | SUPPLIES FOR BUILDINGS AND GROUNDS MAINTENANCE |
| | | 26.8H | FUEL FOR HEATING BUILDINGS |
| | | 26.8J | HOUSEKEEPING AND JANITORIAL SUPPLIES |
| | | 26.8M | TRANSPORTATION SUPPLIES, INCLUDING FUEL |
| | | 26.8X | LAUNDRY SUPPLIES |
| | | 26.82 | ALL OTHER |
| | | 26.8R | INSECTICIDES AND RODENTICIDES |

MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5F LOOK-UP TABLE NO. 5 - SUPPLY SOURCE CODES

CODE GOVERNMENT SOURCES

| | |
|---|---|
| 1 | HRSA SUPPLY SERVICE CENTER (PERRY POINT) |
| 3 | GENERAL SERVICES ADMINISTRATION DEPOTS/SELF SERVICE STORES |
| 4 | VETERANS ADMINISTRATION SUPPLY DEPOTS |
| 5 | MILITARY (DOD, DSA, DPSC) |
| 6 | OTHER GOVERNMENT SOURCE (FEDERAL PRISON, GPO, STATE AGENCIES, ETC.) |

COMMERCIAL SOURCES

| | |
|---|--|
| A | DHHS/PHS/HRSA/IHS SUPPLY CONTRACTS |
| B | FEDERAL SUPPLY SERVICE (GSA) SUPPLY CONTRACTS |
| C | VA DECENTRALIZED SUPPLY CONTRACTS |
| D | OPEN MARKET PURCHASES (SUPPLIES PURCHASED FROM OTHER THAN CONTRACT SOURCES OR BY CASH/SF-44'S) |
| E | AREA OFFICE ISSUED SUPPLY CONTRACTS |
| F | OTHER SUPPLY CONTRACTSOURCES |
| S | PURCHASE OF SUPPLIES BY CASH OR SF-44'S |

UNREQUIRED/EXCESS

| | |
|---|--|
| J | UNREQUIRED (TRANSACTION CODES 04 AND 24) |
| L | EXCESS (TRANSACTION CODES 06 AND 26) |

5-6.5G LOOK-UP TABLE No. 6 - ECONOMIC ORDER QUANTITY (EOQ) TYPE ODES

| TYPE CODE | DESCRIPTION |
|--------------|-------------|
|--------------|-------------|

| | |
|---|---|
| A | <u>STANDARD EOQ ITEM</u> : ANY ITEM OF SUPPLY THAT CAN BE PROCURED FOR INVENTORY BASED ON THE EOQ PRINCIPLE OF STOCK REPLENISHMENT WITHOUT ANY MODIFICATIONS. |
|---|---|

| | |
|---|--|
| B | <u>HIGH CUBE ITEM - MODIFIED EOQ</u> : ANY ITEM WHICH REQUIRES A CUBIC FOOT STORAGE REQUIREMENT IN EXCESS OF AVAILABLE SPACE FOR THE ITEM WHEN REPLENISHED AND RECEIVED IN QUANTITIES DEVELOPED BY THE APPLICATION OF BASIS EOQ. THEREFORE, REQUIREMENTS DETERMINED BY ECQ MUST BE MODIFIED ACCORDINGLY. |
|---|--|

TYPE CODE "B" ITEMS REQUIRE A QUANTITY MODIFIER. THE QUANTITY MODIFIER IS TO BE THE MAXIMUM QUANTITY BASED ON YOUR UNIT OF ISSUE THAT STORAGE SPACE IS AVAILABLE FOR ANY POINT IN TIME.

| | |
|---|--|
| C | <u>SHORT SHELF LIFE ITEM - MODIFIED EOQ</u> : ANY ITEM OF SUPPLY THAT HAS A VARIABLE SHELF LIFE BASED UPON THE <u>DEGREE OF TEMPERATURE RANGE</u> APPLIED TO THE STORAGE AREA OR OTHER FACTORS IMPLIED OR EXPRESSED BY THE MANUFACTURER. THEREFORE, REQUIREMENTS DETERMINED BY EOQ MUST BE MODIFIED ACCORDINGLY. |
|---|--|

TYPE CODE "C" ITEMS REQUIRE A MONTHS OF SUPPLY MODIFIER. THE MONTHS OF SUPPLY MODIFIER SHOULD BE THE NORMAL MONTHS OF LIFE EXPECTANCY LEFT AFTER RECEIPT OF THE ITEM.

| | |
|---|--|
| D | <u>FREEZABLE ITEM - MODIFIED EOQ</u> : ANY ITEM OF SUPPLY WHICH MAY BE SUBJECT TO FREEZING IF <u>IMPROPERLY PACKAGED AND STORED</u> OR TRANSPORTED BETWEEN TWO GEOGRAPHIC LOCATIONS AT CERTAIN TIME PERIODS. SUCH ITEMS SHOULD BE PROPERLY IDENTIFIED TO PERMIT A SCHEDULED ANALYSIS AND DETERMINATION OF REQUIREMENTS UNDER THE EOQ PRINCIPLE OF STOCK REPLENISHMENT. |
|---|--|

TYPE CODE "D" ITEMS REQUIRE ACTION MONTH(S) MODIFIER. THE ACTION MONTH(S) MODIFIER WOULD BE THE MONTH OR MONTHS YOU WANT THE ITEM TO APPEAR ON THE REQUIREMENTS ANALYSIS REPORT IN ADDITION TO IT APPEARING WHEN THE STOCK STATUS IS EQUAL TO OR LESS THAN THE REVIEW POINT QUANTITY.

| | |
|---|---|
| F | <u>FLAMMABLE ITEM</u> : TYPE CODE "F" IS USED TO IDENTIFY FLAMMABLE LIQUID STOCK ITEMS FROM OTHER STOCK. STOCK REPLENISHMENT IS BASED ON THE BASIS EOQ PRINCIPLE WITHOUT ANY MODIFICATIONS. |
|---|---|

5-6.5G continued

| <u>TYPE CODE</u> | <u>DESCRIPTION</u> |
|----------------------|--------------------|
|----------------------|--------------------|

| | |
|---|--|
| P | STANDBY ITEM: ANY ITEM OF SUPPLY NOT REQUIRED IN NORMAL DAY-BY-DAY OPERATIONS, BUT WHICH IS REQUIRED TO BE IMMEDIATELY AVAILABLE TO MEET EMERGENCY REQUIREMENTS WHICH DO NOT ALLOW DELAY, INCIDENT TO NORMAL PROCUREMENT PROCESSES, WITHOUT RESULTING IN THE POSSIBILITY OF: |
|---|--|

- (1) ENDANGERING LIFE; (2) DAMAGE, DESTRUCTION, OR LOSS OF GOVERNMENT PROPERTY; AND
- (3) SUBSTANTIAL FINANCIAL LOSS TO THE GOVERNMENT DUE TO INTERRUPTION OF OPERATIONS.

| | |
|---|--|
| Q | <u>SEASONAL ITEM - MODIFIED EQ:</u> ANY ITEM OF SUPPLY REQUIRED FOR SPECIFIC TIME PERIOD(S) WITHIN A 12-MONTH CYCLE EITHER IN QUANTITIES IN EXCESS OF THE NORMAL REQUIREMENTS OR AS A SINGLE ONE-TIME ANNUAL REQUIREMENT. IN EITHER INSTANCE, THE EXISTENCE OF THE REQUIREMENT REQUIRES PLANNED PROCUREMENT. THE QUANTITIES NECESSARY FOR THE SEASON MUST BE DEVELOPED IN COORDINATION WITH THE USER(S) AND CANNOT BE TOTALLY DETERMINED BY EQ METHODS OF STOCK REPLENISHMENT. |
|---|--|

TYPE CODE "Q" ITEMS REQUIRE ACTION MONTH(S) MODIFIER. THE ACTION ,MONTHS(S) MODIFIER WOULD BE THE MONTH(S) THAT YOU WANT THE ITEM TO APPEAR ON THE REQUIREMENTS ANALYSIS REPORT IN ADDITION TO IT APPEARING WHEN THE STOCK STATUS IS EQUAL TO OR LESS THAN THE REVIEW POINT QUANTITY.

| | |
|---|---|
| R | <u>OBSOLETE ITEM - DO NOT REORDER:</u> CODE ANY SUPPLY ITEM "R" WHEN THE ITEM HAS BEEN IDENTIFIED AS NO LONGER BEING REQUIRED FOR STORES STOCK AND IS TO BE DELETED AFTER THE PRESENT STOCK ON HAND IS USED UP. |
|---|---|

| | |
|---|---|
| Y | <u>YEARLY ITEM - MODIFIED EQ:</u> ANY ITEM OF SUPPLY WHERE THE DETERMINATION HAS BEEN MADE AND <u>APPROVED BY THE AREA SUPPLY</u> MANAGEMENT OFFICER TO BE REVIEWED ONLY ON AN ANNUAL SCHEDULE. |
|---|---|

TYPE CODE "Y" ITEMS REQUIRE AN "ACTION MONTH MODIFIER". 'THE "ACTION MONTH MODIFIER" WOULD BE THE MONTH THAT YOU WANT THE ITEM TO APPEAR ON REPORT NO. 13, REQUIREMENTS ANALYSIS REPORT. THE ITEM WILL APPEAR ON REPORT NO. 13 ONLY IN THE MONTH DESIGNATED BY THE 'ACTION MONTH' MODIFIER".

MANAGEMENT SERVICES

CHAPTER

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H LOOK-UP TABLE No. 7 - CATEGORY CODES - STORES STOCK

IN ORDER TO PROVIDE FOR ANALYSIS OF SUPPLY STOCK ITEMS BY TYPE/CATEGORY, A CATEGORY CODE IS TO BE ASSIGNED TO THOSE ITEMS THAT ARE NOT COMPLETELY CATEGORIZED BY THE OBJECT-SUBJECT CODE. THE CATEGORY CODE IS TO BE ASSIGNED AS OUTLINED BELOW WITHIN EACH OBJECT-SUBJECT CODE.

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|--|------------------------|---------------------|
| (1) <u>DRUGS - ACCOUNT 1</u> | | |
| a. <u>BLOOD AND BLOOD PRODUCTS</u> | 26. 28 | A |
| b. <u>DRUGS/MEDICINES/VACCINES</u> | | |
| (1) CONTROLLED SUBSTANCES (ARCOS REPORTABLE) | 26. 21 | N |
| (2) CONTROLLED SUBSTANCES (NON-ARCOS REPORTABLE) | 26. 21 | R |
| (3) CHEMOTHERAPY DRUGS | 26. 21 | H |
| (4) ANTIHISTAMINES | 26. 21 | B |
| (5) ANTIMICROBIAL AGENTS | | |
| ORAL ANTIMICROBIAL AGENTS | 26. 21 | C |
| INJECTABLE ANTIMICROBIAL AGENTS | 26. 21 | D |
| (6) CNS MEDICATIONS | | |
| NSAI's | 26. 21 | E |
| & ALL OTHER CNS MEDICATIONS | 26. 21 | F |
| (7) CARDIOVASCULAR AGENTS | | |
| HYPERTENSIVES | 26. 21 | G |
| ALL OTHER CARDIOVASCULAR AGENTS | 26. 21 | I |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (8) DERMATOLOGICAL AGENTS | 26.21 | J |
| (9) GASTROINTESTINAL MEDICATIONS | 26.21 | K |
| (10) GENITO-URINARY AGENTS | 26.21 | L |
| (11) HORMONES, SYNTHETICS/MODIFIERS | | |
| a. ORAL HYPOGLYCEMIC AGENTS | 26.21 | M |
| b. ORAL CONTRACEPTIVES | 26.21 | |
| c. ALL OTHER HORMONES, SYNTHETICS/MODIFIERS | 26.21 | P |
| (121) IMMUNOLOGICAL AGENTS | 26.21 | S |
| (13) IRRIGATION SOLUTIONS | 26.21 | T |
| (14) MUSCULOSKELETAL AGENTS | 26.21 | U |
| (15) NASAL AND THROAT, TOPICAL | 26.21 | V |
| (16) OPHTHALMIC AGENTS | 26.21 | W |
| (171) OTIC AGENTS | 26.21 | X |
| (18) RESPIRATORY TRACT MEDICATIONS | | |
| COLD REMEDIES, COMBINATIONS | 26.21 | Y |
| ALL OTHER RESPIRATORY TRACT- MEDICATIONS | 26.21 | Z |
| (19) THERAPEUTIC NUTRIENTS/IV SOLUTIONS | 26.21 | 1 |

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CHAPTER 6
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5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (20) VITAMINS | 26.21 | 2 |
| (21) DIAGNOSTIC AGENTS | 26.21 | 3 |
| (22) DISPENSING CONTAINERS | 26.21 | 4 |
| (23) LABELS AND TAPE | 26.21 | 5 |
| (24) OTHER DRUG ITEMS (CODE ALPHA 0) | 26.21 | 0 |
| (2) <u>MEDICAL/DENTAL/X-RAY/SURGICAL - ACCOUNT 2.</u> | | |
| a. <u>MEDICAL/SURGICAL</u> | | |
| (1) ACCESSORIES FOR INSTRUMENTS | 26.4A | B |
| (2) APPLICATORS/SWABS/DEPRESSORS | 26.4A | C |
| (3) BAGS, URINE/BILE/STOMA | 26.4A | D |
| (4) CATHETERS, PREP TRAYS, COMBINATIONS | 26.4A | E |
| (5) DRESSING SUPPLIES, TAPES/GAUZES/BANDAGES | 26.4A | F |
| (6) FIRST AID KIT MATERIALS | 26.4A | G |
| (7) GLOVES, STERILE | 26.4A | H |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (8) GLOVES, NON-STERILE | 26.4A | I |
| (9) IV ADMINISTRATION SETS | 26.4A | J |
| (10) MEDICAL/SURGICAL INSTRUMENTS | 26.4A | K |
| (11) MONITORING MATERIALS (DIRECT PATIENT) | 26.4A | L |
| (12) OBSTETRICAL PRODUCTS | 26.4A | M |
| (13) OR DRAPES/PACKS/ACCESSORIES | 26.4A | N |
| (14) NON-OR DRAPES/PACKS/ACCESSORIES | 26.4A | P |
| (15) RESPIRATORY THERAPY SUPPLIES/ACCESSORIES | 26.4A | Q |
| (16) STERILIZATION PRODUCTS | 26.4A | R |
| (17) SPONGES | 26.4A | S |
| (18) SCALPELS/BLADES AND ACCESSORIES | 26.4A | T |
| (19) SUTURES | 26.4A | U |
| (20) SYRINGES/NEEDLES | 26.4A | V |
| (21) TRAYS PROCEDURAL (LUMBAR PUNCTURE, ETC.) | 26.4A | W |

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CHAPTER6
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|--------------------------------------|------------------------|---------------------|
| (22) TUBES, DRAINAGE/ET/FEEDING | 26.4A | X |
| (23) OTHER MEDICAL/SURGICAL SUPPLIES | 26.4A | 0 |
| b. <u>DENTAL.</u> | | |
| (1) BURS | 26.4D | B |
| (2) CROWNS | 26.40 | C |
| (3) DRILLS | 26.4D | D |
| (4) FILES | 26.4D | E |
| (5) FINISHING DISCS | 26.4D | F |
| (6) FINISHING STRIPS | 26.40 | G |
| (7) FLUORIDE GELS/PACKS | 26.4D | H |
| (8) IMPRESSION MATERIALS | 26.4D | I |
| (9) INSTRUMENTS, SURGICAL | 26.40 | J |
| (10) INSTRUMENTS, PERIODONTAL | 26.4D | K |
| (11) INSTRUMENTS, OPERATIVE | 26.4D | L |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|--|------------------------|---------------------|
| (12) INSTRUMENTS, OTHER | 26.4D | M |
| (13) LABORATORY MATERIALS (WAX, ETC.) | 26.4D | N |
| (14) OPERATIVE SUPPLIES, DICAL/CAVIT/ETC, | 26.4D | P |
| (15) ORTHODONTIC PRODUCTS | 26.4D | Q |
| (16) POINTS | 26.4D | R |
| 117) SILVER ALLOYS | 26.4D | S |
| (18) X-RAY PRODUCTS | 26.4D | T |
| (19) OTHER DENTAL SUPPLIES | 26.4D | O |
| c. <u>ORTHOPEDIC AND PROSTHETIC</u> | | |
| (1) BANDAGES, FELTS, CAST MATERIALS | 26.4G | B |
| (2) COLLARS/SPLINTS/BRACES/STRAPS | 26.4G | C |
| (3) CRUKHES/CANES/CUSHIONS/TIPS | 26.4G | D |
| (4) HEELS/BOOTS | 26.4G | E |
| (5) STOCKINGS | 26.4G | F |
| (6) SURGICAL IMPLANTS | 26.4G | G |

MANAGEMENT SERVICES

CHAPTER6
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (7) OTHER ORTHOPEDIC & PROSTHETIC SUPPLIES | 26.46 | 0 |
| d. <u>HEARING AIDS/SUPPLIES</u> | 26.4K | A |
| e. <u>GENERALHOSPITAL LINENS & MEDICALPERSONALCLOTHES</u> | | |
| (1) <u>GENERAL LINENS</u> | | |
| (a) DISPOSABLE - PATIENT USE | 26.4N | B |
| (b) DISPOSABLE - OTHER | 26.4N | C |
| (c) NON-DISPOSABLE, BEDDING | 26.4N | D |
| (d) NON-DISPOSABLE, PERSONAL, TOWELS/WASHCLOTHES | 26.4N | E |
| (e) HOUSEKEEPING LINEN BAGS/CURTAINS | 26.4N | F |
| (2) <u>MEDICAL PERSONAL CLOTHING</u> | | |
| (a) DISPOSABLE, OR | 26.4N | G |
| (b) DISPOSABLE, ISOLATION | 26.4N | H |
| (c) DISPOSABLE, OTHER | 26.4N | I |
| (d) NON-DISPOSABLE, SCRUBS | 26.4N | J |
| (e) NON-DISPOSABLE, UNIFORMS | 26.4N | K |

5-6.H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (f) NON-DISPOSABLE, COVER GOWNS | 26.4N | L |
| (31) <u>OTHER HOSPITAL LINENS/MEDICAL 'CLOTHING</u> | 26.4N | O |
| f. <u>X-RAY. MEDICAL</u> | | |
| (1) FILM, RARE EARTH | 26.41 | B |
| (2) FILM, DUPLICATING | 26.41 | C |
| (3) FILM, POLAROID (FOR ULTRASOUND) | 26.41 | D |
| (4) FILM, OTHER | 26.41 | E |
| (51) FIXERS/DEVELOPERS/REPLENISHERS | 26.41 | F |
| (6) DIAGNOSTIC AGENTS | 26.41 | G |
| 17) OTHER MEDICAL X-RAY SUPPLIES | 26.41 | O |
| <u>RENAL DIALYSIS SUPPLIES/SOLUTIONS</u> | 26.46 | A |
| (3) <u>SUBSISTENCE - ACCOUNT 3</u> | | |
| a. BABY FOODS | 26.71 | B |
| b. BAKERY CEREAL PRODUCTS | 26.71 | C |

MANAGEMENT SERVICES

CHAPTER

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|-------------------------------|------------------------|---------------------|
| c. COFFEE/TEA/DRY BEVERAGES | 26.71 | D |
| d. DAIRY PRODUCTS | 26.71 | E |
| e. DESSERTS, PUDDINGS | 26.71 | F |
| f. DIETARY SUPPLEMENTS | 26.71 | G |
| g DIETETIC FOODS, CANNED | 26.71 | H |
| h. DIETETIC FOODS, OTHER | 26.71 | I |
| i. FORMULA, INFANT | 26.71 | J |
| J FRUITS, CANNED/DRY | 26.71 | K |
| k. JUICES, CANNED | 26.71 | L |
| l. JUICES, OTHER | 26.71 | M |
| m. MEATS, CANNED | 26.71 | N |
| n. OILS/STATS/SHORTENING | 26.71 | P |
| o. SALAD DRESSINGS | 26.71 | Q |
| P SOUPS & BOUILLONS | 26.71 | R |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| q. SPICES/SAUCES | 26.71 | S |
| r. VEGETABLES, CANNED/DRY | 26.71 | T |
| s. USDA COMMODITY ITEMS | 26.71 | U |
| 0. OTHER SUBSISTENCE ITEMS | 26.71 | 0 |
| (4) <u>LABORATORY - ACCOUNT 4</u> | | |
| a. <u>LABORATORY SUPPLIES</u> | | |
| (1) BLOOD BANK - SERAS | 26.5A | B |
| (2) BLOOD COLLECTING TUBES | 26.5A | C |
| (3) CHEMISTRY REAGENTS FOR IL INSTRUMENTS | 26.5A | D |
| (4) CHEMISTRY REAGENTS FOR <u>COULTER</u> INSTRUMENTS | 26.5A | E |
| (5) CHEMISTRY REAGENTS FOR <u>ORTHO</u> INSTRUMENTS | 26.5A | F |
| (6) CHEMISTRY REAGENTS FOR <u>BECKMAN</u> INSTRUMENTS | 26.5A | G. |
| (7) CHEMISTRY REAGENTS FOR <u>DUPONT</u> INSTRUMENTS | 26.5A | H |
| (8) CHEMISTRY REAGENTS FOR _____ INSTRUMENTS | 26.5A | I |
| (9) CHEMISTRY REAGENTS FOR _____ INSTRUMENTS | 26.5A | J. |

MANAGEMENTSERVICES

CHAPTER6
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|---|------------------------|---------------------|
| (10) REAGENTS, OTHER | 26.5A | K |
| (11) HEMATOLOGY - COAGULATION PRODUCTS | 26.5A | L |
| (12) MICROBIOLOGY - STAINS, DISCS, API | 26.5A | M |
| (13) SEROLOGY - TEST KITS | 26.5A | N |
| (14) SPECIMEN HANDLING - PIPETS, BEAKERS | 26.5A | P |
| (15) URINALYSIS - TEST STRIPS, ETC. | 26.5Q | Q |
| (16) OTHER LABORATORY SUPPLIES | 26.5A | O |
| b. <u>LABORATORY QUALITY CONTROL ITEMS/SUPPLIES</u> | 26.5B | A |
| (5) <u>ACCOUNT 5 - ADMINISTRATIVE/OFFICE SUPPLIES</u> | | |
| a. <u>ADP/EDP SUPPLIES - COMPUTERS/WP/PC, ETC.</u> | | |
| (1) PAPER, PEN-FEED | 26.7A | B |
| (2) PRINT WHEELS/BANDS | 26.7A | C |
| (3) RIBBONS, PRINTER | 26.7A | D |
| (4) STORAGE MEDIA, DISKETTES/TAPES/ETC. | 26.7A | E |
| (5) OTHER ADP/EDP SUPPLIES | 26.7A | O |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|--|------------------------|---------------------|
| b. <u>ADMIN/OFFICE SUPPLIES</u> | | |
| (1) DESK TOP ITEMS, STAPLERS/RULERS/SCISSORS/LETTER OPENERS/IN-OUT TRAYS/ETC. | 26.7L | B |
| (2) ENVELOPES | 26.7L | C |
| (3) FORMS, HHS/PHS/HRSA | 26.7L | D |
| (4) FORMS, IHS/AREA | 26.7L | E |
| (5) FORMS, SF/OF | 26.7L | F |
| (6) FORMS, CA | 26.7L | G |
| (7) FORMS, OTHER | 26.7L | H |
| (8) MEDICAL RECORD SUPPLIES | 26.7L | I |
| (9) NOTE PADS/WRITING PAPER | 26.7L | J |
| (10) NURSING UNIT LABELS, ETC. | 26.7L | K |
| (11) PHOTO-COPYING SUPPLIES, PAPER/TONER/ DEVELOPER/ETC. | 26.7L | L |
| (12) TYPEWRITER RIBBONS | 26.7L | M |

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CHAPTER 6
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CODE</u> |
|---|------------------------|-------------|
| (13) WRITING INSTRUMENTS, PENS/PENCILS/MARKERS/ETC. | 26.7L | N |
| (14) OTHER ADMIN/OFFICE SUPPLIES | 26.7L | 0 |
| c. <u>TELECOMUNICATION SUPPLIES</u> | 26.7B | A |
| (6) <u>OTHER SUPPLIES - ACCOUNT 9</u> | | |
| a. <u>KITCHEN AND DIETETIC</u> | | |
| (1) CHINA/FLATWARE | 26.9A | B |
| (2) PAPER/PLASTIC PRODUCTS | 26.9A | C |
| (3) DETERGENTS/RINSES/SOAPS | 26.9A | D |
| (4) OTHER KITCHEN & DIETETIC SUPPLIES | 26.9A | 0 |
| b. <u>PATIENT CLOTHES</u> | 26.9D | A |
| c. <u>UNIFORMS FOR NON-MEDICAL PERSONNEL</u> | 26.9E | A |
| d. <u>SUPPLIES FOR B & G</u> | 26.9G | A |
| e. <u>HOUSEKEEPING & JANITORIAL</u> | | |
| (1) BAGS, PLASTIC | 26.9J | B |

5-6.5H continued

| <u>TYPE/CATEGORY OF ITEMS</u> | <u>OB-SUB CODE</u> | <u>CAT CODE</u> |
|--|------------------------|---------------------|
| (21) DETERGENTS/DISINFECTANTS - PHENOLICS | 26.9J | C |
| (3) DETERGENTS/DISINFECTANTS - QUATS | 26.9J | D |
| 141 DETERGENTS/DISINFECTANTS - OTHER | 26.9J | E |
| (51) FLOOR FINISHERS/WAXES | 26.9J | F |
| (6) MOPS/BROOMS/BRUSHES/PADS | 26.9J | G |
| (7) NEEDLE/SYRINGECOLLECTION/DISPOSAL ITEMS | 26.9J | H |
| (81) PAPER PRODUCTS | 26.9J | I |
| (9) OTHER HOUSEKEEPING & JANITORIAL SUPPLIES | 26.9J | O |
| f. <u>LAUNDRY SUPPLIES</u> | 26.. 9J | A |
| g. <u>OTHER SUPPLIES</u> | 26.9J | A |

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CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5I LOOK-UP TABLE NO. 8 - ECONOMIC ORDER QUANTITY "EOQ" TABLES

TO CHANGE THE EOQ TABLE BEING USED FOR A STATION, SUBMIT A MEMORANDUM TO DPSC STATING YOUR AREA, STATION AND THE NEW EOQ TABLE TO BE USED. WHEN A NEW STATION IS ADDED, ADVISE DPSC AS TO THE EOQ TABLE TO BE USED.

TABLE 1 - EOQ "50" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-10 | 12.0 |
| 11-20 | 9.0 |
| 21-40 | 6.0 |
| 41-60 | 5.0 |
| 61-100 | 4.0 |
| 101-160 | 3.0 |
| 161-240 | 2.5 |
| 241-400 | 2.0 |
| 401-800 | 1.5 |
| 801 & OVER | 1.0 |

TABLE 2 - EOQ "60" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-12 | 12.0 |
| 13-24 | 9.0 |
| 25-48 | 6.0 |
| 49-72 | |
| 73-120 | 4.0 |
| 121-192 | 3.0 |
| 193-288 | |
| 289- 480 | 2.0 |
| 481-960 | 1.5 |
| 961 & OVER | 1.0 |

TABLE 3 - EOQ "70" TABLE

| <u>MONTHLY VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|--------------------------|--|
| | 1 2 . 0 |
| 0-14 | |
| 15-28 | 9.0 |
| 29-56 | 6.0 |
| 57-84 | 5.0 |
| 85-140 | 4.0 |
| 141-224 | 3.0 |
| 225-336 | 2.5 |
| 337-560 | 2.0 |
| 561-1120 | 1.5 |
| 1121 & OVER | 1.0 |

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TABLE 4 - EQ "80" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-16 | 12.0 |
| 17-32 | 9.0 |
| 33-64 | 6.0 |
| 65-96 | 5.0 |
| 97-160 | 4.0 |
| 161-256 | 3.0 |
| 257-384 | 2.5 |
| 385-640 | 2.0 |
| 641-1280 | 1.5 |
| 1281 & OVER | 1.0 |

TABLE 5 - EQ "90" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-18 | 12.0 |
| 19-36 | 9.0 |
| 37-72 | 6.0 |
| 73-108 | 5.0 |
| 109-162 | 4.0 |
| 163-288 | 3.0 |
| 289-432 | 2.5 |
| 433-720 | 2.0 |
| 721-1440 | 1.5 |
| 1441 & OVER | 1.0 |

TABLE 6 - EQ "100" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-20 | 12.0 |
| 21-40 | |
| 41-80 | 6.0 |
| 81-120 | 5.0 |
| 121-200 | 4.0 |
| 201-320 | 3.0 |
| 321-480 | 2.5 |
| 481-800 | 2.0 |
| 801-1600 | 1.5 |
| 1601 & OVER | 1.0 |

TABLE 7 - EQ "110" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-22 | 12.0 |
| 23-44 | 9.0 |
| 45-88 | 6.0 |
| 89-132 | 5.0 |
| 133-220 | 4.0 |
| 221-352 | 3.0 |
| 353-528 | 2.5 |
| 529-880 | 2.0 |
| 881-1760 | 1.5 |
| 1761 & OVER | 1.0 |

TABLE 8 - EQ "120" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-24 | 12.0 |
| 25-48 | 9.0 |
| 49-96 | 6.0 |
| 97-144 | 5.0 |
| 145-240 | 4.0 |
| 241-384 | 3.0 |
| 385-576 | 2.5 |
| 577-960 | 2.0 |
| 961-1920 | 1.5 |
| 1921 & OVER | 1.0 |

TABLE 9 - EQ "130" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-26 | 12.0 |
| 27-52 | 9.0 |
| 53-104 | 6.0 |
| 105-156 | 5.0 |
| 157-260 | 4.0 |
| 261-416 | 3.0 |
| 417-624 | 2.5 |
| 625-1040 | 2.0 |
| 1041-2080 | 1.5 |
| 2081 & OVER | 1.0 |

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TABLE 10 - EOQ "140" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-28 | 12.0 |
| 29-56 | 9.0 |
| 57-112 | 6.0 |
| 113-168 | 5.0 |
| 169-280 | 4.0 |
| 281-448 | 3.0 |
| 449-672 | 2.5 |
| 673-112 | 2.0 |
| 1121-2240 | 1.5 |
| 2241 G OVER | 1.0 |

TABLE11 - EOQ "150" TABLE

| <u>MONTHLY ISSUE VALUE</u> | <u>MONTHS OF SUPPLY TO ORDER</u> |
|------------------------------------|--|
| 0-30 | 12.0 |
| 31-60 | 9.0 |
| 61-120 | 6.0 |
| 121-180 | 5.0 |
| 181-300 | 4.0 |
| 301-480 | 3.0 |
| 481-720 | |
| 721-1200 | 2.0 |
| 1201-2400 | 1.5 |
| 2401 6 OVER | 1.0 |

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SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5J LOOK-UP TABLE NO. 10 - STORAGE LOCATION CODES

| <u>CODE</u> | <u>STORAGE LOCATION</u> |
|-------------|--------------------------------|
| B | BULK AREA |
| C | COMBINATION BULK/SHELF STORAGE |
| F | FLAMMABLE |
| H | HAZARDOUS MATERIALS |
| O | OUTSIDE STORAGE AREA |
| R | REFRIGERATION |
| S | SHELF AREA (BIN) |
| V | SECURITY VAULT |
| W | RANDOM WAREHOUSED |

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5-6.5K LOOK-UP TABLE NO. 20 - REQUISITIONER FILES

| SUB-STATION CD | NAME | USER CODE | NAME | USER LEVEL MONTHS | CAN | SSA |
|-------------------|-------------|--------------|----------------------|-------------------------|---------|-----|
| xx | x x x x x x | xxx | XXXXXXXXXXXXXXXXXXXX | x.x | xxxxxxx | xx |
| 32 | CHINLE | 050 | AIMIN SUPPLIES | 1.5 | 3540705 | 01 |
| 32 | CHINLE | 110 | HOUSEKEEPING | 1.5 | 3540711 | 01 |
| 32 | CHINLE | 160 | DIET SUB A-O | 1.5 | 3540716 | 01 |
| 32 | CHINLE | 161 | DIET FORM/NIPP | 1.5 | 3540716 | 01 |
| 32 | CHINLE | 200 | DRUGS | 2.0 | 3540720 | 01 |
| 32 | CHINLE | 201 | SOLUTIONS | 2.0 | 3540720 | 01 |
| 32 | CHINLE | 202 | DRUGS PINON | 2.0 | 3540820 | 01 |
| 32 | CHINLE | 203 | DRUGS ROCK PT | 2.0 | 3541220 | 01 |
| 32 | CHINLE | 204 | DRUGS ROUGH RK | 2.0 | 3541074 | 66 |
| 32 | CHINLE | 460 | OUTPATIENT | 1.5 | 3540746 | 0 1 |
| 32 | CHINLE | 461 | OUTPT ROCK PT | 1.5 | 3541246 | 01 |
| 32 | CHINLE | 462 | OUTPT ROUGH RK | 1.5 | 3541074 | 66 |

SAMPLE TABLE - EACH SUPPLY CENTER IS TO DEVELOP THIS TABLE FOR THEIR AREA USING THIS FORMAT,

NOTE: USER LEVEL MONTHS CAN ONLY BE 1.5 MONTHS OR 2.0 MONTHS.

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SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5L LOOK-UP TABLE NO. 21 - SUPPLY BUDGET-ADJUSTMENT-ALLOTMENT

| SUB-STATION CODE NAME | SUB-SUB-ACT CODE NAME | GL ACC | ANNUAL BASE BUDGET | BUDGET ADJUST | ALLOTMENT TO DATE |
|--------------------------|--------------------------|-----------|--------------------------|------------------|----------------------|
| xx XXXXXXXXXXXXXXXX | xx xxxxxxxx | x | x,xxx,xxx | xxx,xxx | x,xxx,xxx |
| 32 CHINLE | 01 IHSH&C | 1 | 400,000 | | 100,000 |
| 32 CHINLE | 01 IHSH&C | 2 | 300,000 | 1,000 | 75,000 |
| 32 CHINLE | 01 IHSH&C | 3 | 150,000 | | 50,000 |
| 32 CHINLE | 01 IHSH&C | 4 | 200,000 | 4,000 | 80,000 |
| 32 CHINLE | 01 IHSH&C | 5 | 40,000 | | 10,000 |
| 32 CHINLE | 01 IHSH&C | 9 | 100,000 | | 25,000 |
| 32 CHINLE | 02 IHS DENTAL | 2 | 50,000 | | 15,000 |
| 32 CHINLE | 72 TRI DHN | 2 | 60,000 | | 60,000 |

SAMPLE TABLE - EACH SUPPLY CENTER IS TO DEVELOP THIS TABLE FOR THEIR AREA USING THIS FORMAT.

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SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.5M LOOK-UP TABLE NO. 22 - PROGRAM CODES/NAMES

| CODE | NAME | CODE | NAME | CODE | NAME |
|------|---------------------------|------|----------------------------|------|-----------------------|
| 04 | PROPERTY & SUPPLY | 31 | SANITATION FAC CONSTRUCT | 50 | X-RAY |
| 05 | GENERAL ADMINISTRATION | 32 | ENVIRONMENTAL HLTH SERV | 51 | LABORATORY |
| 07 | PROCUREMENT & CONTRACTING | 33 | RENAL DIALYSIS | 52 | ELECTROCARDIOLOGY |
| 09 | PROGRAM SERVICES | 34 | DIABETES-MELLITUS | 54 | ANESTHESIOLOGY |
| 11 | HOUSEKEEPING | 35 | GENERAL MEDICAL & SURGICAL | 55 | OR |
| 12 | LAUNDRY 4 LINEN | 36 | OB/GYN SERVICES | 56 | OB DELIVERY ROOM |
| 13 | LIBRARY | 37 | NEWBORN NURSERY | 57 | RESPIRATORY THERAPY |
| 14 | B & G MAINTENANCE | 38 | SPECIAL CARE -UNITS | 58 | PHYSICAL THERAFY |
| 15 | BIO-MED ENGINEERING | 39 | ALCOHOLISM SERVICES | 59 | OCCUPATIONAL THERAPY |
| 16 | DIETARY-KITCHEN | 40 | MEDICAL IP SERVICES | 60 | AUDIOLOGY |
| 17 | MEDICAL RECORDS | 41 | PEDIATRIC IP SERVICES | | MENTAL HEALTH |
| 18 | NURSING ADMIN | 42 | ORTHOPEDIC IP SERVICES | 63 | CLINICAL DIETETICS |
| 19 | CENTRAL SUPPLY SERVICE | 43 | OPHTHALMOLOGY IP SERVICES | 64 | PUBLIC HEALTH NURSING |
| 20 | PHARMACY | 44 | ENT IP SERVICES | 65 | HEALTH EDUCATION |
| 21 | SOCIAL SERVICES | 45 | SURGICAL IP SERVICES | 67 | OPTOMETRY |
| 24 | INSTITUTIONAL SANITATION | 46 | OUTPATIENT SERVICES | 68 | DENIAL |
| 25 | TRANSPORTATION | 47 | EMS - RESPONDENT/TRANSPORT | 69 | CHR |
| 28 | DATA SYSTEM5 OPERATIONS | 48 | EMERGENCY ROOM SERVICES | 70 | MATERNAL & CHILD HLTH |
| 29 | PERSONNEL QUARTERS | 49 | ANCHAT | 94 | SCHOOL CLINIC/NURSE |

AREAS MAY ADD PROGRAM CODES TO THIS TABLE. ADVISE HEADQUARTERS SUPPLY BRANCH OF ANY ADDITIONS.